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Diné College

PSY 499 Fieldwork Placement Course Syllabus

Instructor: Jeremiah Barber, MA	Semester: FALL 2021- Aug. 16-Dec. 10 th .
Email: <ul style="list-style-type: none">• jbarber@dinecollege.edu Warrior Web Main Account• barber.dcbbackup@gmail.com Backup Account-only to be utilized in emergencies in the off chance that the main account is not working or offline.	Personal Phone Number: (928)313-5901 Please bear in mind that this is my personal number and as such, it must be made apparent that if you are going to contact me, send a text first to arrange an agreed-upon meeting time. I will not answer an unknown number if no prior arranged meeting time is set. In addition, please indicate your name and section number within the text. Thank you.
Mandatory Meeting time: Wednesday 3-4 pm. Office Hours: By phone appointment Zoom meetings: Will be available upon request. Office Hours: Time: 1pm-4pm. Day: Tuesday & Thursday	In addition, at times I have students who will indicate that they had no internet, no Wi-Fi connection, etc. Bear in mind that this number is a great way to stay in contact with your instructor. The excuse of "I had no way to contact you Mr. Barber" will not be accepted, hence my number being given. Again, communication is key.

COURSE TITLE, NUMBER, AND CREDITS:

Fieldwork Experience, PSY 499, 4 credits

COURSE TIME AND LOCATION: (ONLINE/FLEXIBLE)

DEPARTMENT: BUSINESS AND SOCIAL SCIENCES

PRE-REQUISITES: Minimum grade of "C" in ENG 101.

Required Text:

1. Additional supplementary materials (i.e. You Tube videos, articles), will be provided on your course Blackboard. **Please ensure that you utilize your Diné College email address. I will not email your personal email address if that is**

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listed. Therefore, please utilize your assigned Diné College email address to get updates, tutorial videos, and various supplementary information. Students must check their DC email account daily for messages. This is an online course; therefore, I will contact you by email if pertinent changes are made or if modifications are implemented. Students prior had utilized the excuse of, “But I did not check my email until the end of the course” or “My dog ate my laptop”, please don’t use that as an excuse. You are a professional student, therefore, I will expect as much. I have had students indicate that they may have not received a notice or an email, etc., but bear in mind that I time stamp all my emails and ensure that a copy is sent back to me to guarantee that the email was disseminated. Overall, I simply encourage communication.

Please ensure that you have reliable internet access, again, this course is online, therefore internet access is a necessity. It is your responsibility to access the assignments and submission goals within this course. You each had been asked specifically if you had internet capabilities by your advisor prior to taking the course, and you each indicated as such. Bear in mind that a majority of the correspondences will be by email due in part to the fact that we will not actually be in a physical classroom. I know for some, or for many, the internet format for a course is new and cumbersome, but I will do my due diligence in conveying the concepts in a way that applies to everyday applications. With this said, do communicate with me about the possible hindrances that may arise as you complete the course. The excuse of “I forgot” or “I am taking too many courses” is not applicable given the layout of the assignments and the accessibility of the course itself. If you have concerns, please contact me as soon as possible, whether it be by email or by phone (look above, my number is listed).

In addition, during this unique time, the format of the course is developed in a manner that makes the course accessible, so long as you stay up to breadth with the information.

Distinctly enough, I understand the uniqueness of the pandemic, I encourage you to communicate if a hardship has arisen, in that I will try to assist in whatever academic manner I can. With that said, communication is a necessity in order to succeed in this course. Bear in mind that this also applies if a hardship were to arise and no communication is made, in that if no effort is made, this can impact whether an assignment(s) is accepted or not. During this unique time, please make it clear that if a hardship has arisen, it must be stated plainly. I want you to succeed, but this is also your responsibility in ensuring that you are successful both academically and professionally. Again, this is to ensure a level of fairness across the board for all students.

Furthermore, this course is not an attendance only course. In other words, logging into an online class is not sufficient, by itself, to demonstrate attendance by the student. Students must establish a record of participation in academically-related activities in order to

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comply with this requirement of coursework completion. Academically related activities include, but are not limited to:

- a. submitting an academic assignment;
- b. taking a quiz
- c. participating in an online discussion about academic matters
- d. initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- a. living in institutional housing;
- b. participating in the school's meal plan;
- c. logging into an online class without active participation or
- d. participating in academic counseling or advisement.

Maintain an ongoing online presence requires participating in course related activities that may include, but is not limited to reading announcements, taking quizzes online, participating in group work, posting to discussion forums, submitting assignments, watching lectures, and carrying out the requirements set forth by the instructor. It is a good practice to login to online courses several times a week to stay informed of news, announcements, grades, assignments, and other important course information.

Additionally, the app for blackboard is made available for different phone devices, but also keep in mind that at times the phone apps may not display all information as needed within this course.

Course description, Goals, and Objectives

Field experience in an approved agency or organization. Such work must be approved by a Psychology Faculty member and supervised at the Learning Site by a related service professional within an internship setting that is established by the student learner and agreed upon by both faculty and learning site supervisor.

[Standards Utilized within the Course]

Over the course of the semester, you will learn to:

1. Apply psychological principles to real-world situations.
2. Obtain hands-on experience that will guide your career development.
3. Think critically about the translation of basic knowledge and theoretical perspectives learned in this and other coursework to applied contexts in the community.

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4. Further develop and refine your oral and written communication skills.
5. Learn to adapt to new experiences and increase mental flexibility and problem-solving skills.
6. Fully document your student engagement in order to enhance learning and to produce records commensurate with an upper-division fieldwork experience.

- **Disclaimer: due to time limitations many topics within the field of psychology will not be addressed in major detail, but if you would like to talk about any topic in more detail please let me know. Be prepared to write in a succinct manner.**

[Outcome/Rationale]

Important note: This online course is *not self-paced*. You will have a detailed schedule that will hold you accountable for success within this course. Bear in mind that this schedule primarily does not change, unless indicated by your instructor, due to error, due to rate of progression within the course, or unforeseen circumstances (i.e. Extraterrestrials from outer space attacking, etc., but please submit your work nonetheless to ensure that it is graded) (p.s. If extraterrestrials from outer space do attack, please save your work, and submit it through Dine College Blackboard assignment submission portion so that you don't miss out on the points).

You can arrange your schedule flexibly during each week, and complete the week's tasks before the scheduled due dates. For major assignments (i.e. Library research paper), those will be on a **deadline**. Bear in mind that the discussion assignments have due dates to keep you on track, to which you will have a cutoff deadline for both the first half and second half of the semester for final submissions. There is no penalty for submitting the discussion assignments late so long as it is before the cutoff deadlines. <<This is important, please look at your schedule for the discussion assignment submission due dates.

On the other portion, there are deadlines for the major assignments in that they have a deadline for submission, and if late, they will not be accepted, unless a viable excuse is given. The excuse of, "I have other assignments for other courses that are due" will not be accepted. Bear in mind you are in college. Plan accordingly.

In addition, reliable, consistent and adequate Internet access for the duration of the course is critical for your participation. Have a backup plan in place to ensure a reliable connection. To be successful, plan to spend time daily on the course. The schedule is provided in advance so you may read and work ahead if you need to accommodate personal scheduling. Your dedication, professionalism, and excellence in

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study skills habits are necessary. Activity and assignment details will be explained in detail within each week

This course is the standard college/university application of psychology. It provides the student with a hands-on approach to psychology. As a part of a comprehensive program in general education, it counts toward the Diné College General Education requirement in the Business and Social Sciences, as well as toward the Program requirements for the A.A./B.A. Degree in Social Sciences. It is a foundational course for careers in psychology, chemical dependence, social work, education, and human services. This course emphasizes the general education special requirements of intensive writing/critical thinking and ethnic/race/gender awareness.

Course Goals as related to Sa'ah Naaghai Bik'eh Hozhoon

This course will integrate Diné holistic teaching in accordance with this pedagogical paradigm:

- Nistáhákees (Thinking),-Critical thinking will be applied within this course. The ability to think both with scholarly knowledge, but also with the ability to interpret information in manner that can be applicable in the professional sphere.
- Nahat'á (Planning),-Planning will be applied in which you are given the necessary tools for success, but it is up to you to plan accordingly so as to ensure that you succeed. This portion is important in regards to solidifying time management skills which can be applied both in professional and personal life.
- Iná (Living), - The focus is on life skills implementation and living mindfully, both with yourself and the world around you.
- Sii Hasin (Assuring),- the focus is twofold, 1) You make the effort to complete the course, because it is up to you to make it happen, 2) To confidently solidify the information within so that you can become a positive beacon of both hope and strength to those around you.

Which then leads to the processes found in all aspects of nature.

- Students will understand the self through the teachings of Naayée'eek'ehgo Na'nitin (Protection Way Teaching) (***Prevention***) and Hózhqójk'ehgo Na'nitin (Blessing Way Teachings) (***Teaching to others or one's self***). This course will emphasize the importance of developing ádaáwhe'jínzín (Self Awareness) (***Original thought***), by increasing knowledge of how the mind works and the factors that cause certain ways of thinking, feeling, and acting. Opportunities will be provided in homework assignments to deepen the connection between course content and Diné language, history and culture.
- Through this effort, much of the knowledge has been applied whilst working in the field on the Navajo Nation, and what one could consider best practices, from both a cultural mindset and also a Western outlook. Bear in mind that at times this level of thought can be considered challenging given that the Western outlook may be in contrast to Diné philosophy, but in order to have a broad understanding, one must be willing to prevail

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onwards to better both themselves and other that may be in contact with in the future. If you have questions, please do not hesitate to ask, as in order to garner a thorough outlook questions must be asked in order to further the breadth of knowledge and insight in what one can consider the helping profession.

Important Note: Reliable, consistent and adequate Internet access for the duration of the course is critical for your participation. Have a backup plan in place to ensure a reliable connection. To be successful, plan to spend time daily on the course. The schedule is provided in advance so you may read and work ahead if you need to accommodate personal scheduling. Your dedication, professionalism, and excellence in study skills habits are necessary. Activity and assignment details will be explained in detail within each week.

Do Not Wait until the end of the term to check your grade. All requests must be resolved throughout the term (within one week).

Also please do not request any grade changes that are not based on clear factual errors. In the past, students have requested changes because they want to get into a university, because they want to keep a scholarship, because their parents paid a lot of money in tuition, and countless other reasons that have nothing to do with this course. It would be **unfair and unethical** to change your grade or offer you additional assignments that are not offered to all the other students. Please do not ask your instructor to engage in unethical behavior and change your grade for any of these reasons. As such, any requests to contest grades one week after the grade(s) have been posted or based on reasons that are unethical will be returned with a **copy of this paragraph**.

*I understand COVID-19 has wreaked havoc on families, school life and scheduling and the like, however, in an effort to remain transparent:

Students who are ill, under medical or self-quarantine for COVID-19, or suspect they are ill must still notify the professor in a timely manner to ensure communication for coursework. Bear in mind that given the online format, this should not be an issue, but if the need should arise, some level of accommodation within means will be applied in an effort to encourage your success.

Bear in mind that it is your responsibility to communicate regarding issues that may compromise your ability to complete an assignment or the course itself. Again, it must be made apparent that I do leave the options up to you the learner to continue onwards within a course. At times, students have noted that they have not been able to access their email/webmail, but understand that contact is available, hence the phone number listed above. If you are unable to reach me via email, you can reach me by phone. I cannot urge this enough. If no communication is made at all, and its midterm/finals, and you are requesting leniency, without any prior communication efforts, bear in mind that this would be unethical, therefore no leniency will be given.

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Evaluation and Assessment (total points=500)

*** Please complete the Syllabus quiz.

General Projection of possible max points.	Max pt.
Syllabus quiz	10
13 scheduled zoom meetings	130
4 Reflections Papers	80
Discussions questions	40
Site visit with Supervisor	40
Written Supervisor Eval.	40
Contact Hours	40
Training Log	20
PPT Presentation	50
Final Paper	50
Max possible Total.	500

Brief overview of the assignments needed within this course:

Introduction and syllabus quiz. 10 points Please make sure that you complete this quiz prior to completing the additional assignments as this ensures that you hopefully have read the syllabus. Bear in mind that when this is taken, it is hoped that you have read the syllabus, which then solidifies the understanding that you both understand and agree to the syllabus guidelines overall. Please take your time on this quiz.

1. WEEKLY MEETINGS (90 points) –(10 points each time for meetings)

1. **Attendance: Mandatory (130 points):**
2. **ZOOM VIDEO MEETINGS** with attendance taken. Opportunity to “check in” and discuss current issues and challenges.
3. **A weekly meeting time from 3-4pm, between Mon-Thursday, is established and agreed upon by learner and instructor, and will be maintained throughout the semester.**

2. **REFLECTION PAPERS (80 points):** Write four-different papers that will be made available within
 - a. Blackboard. It must describe what you accomplished and
 - b. your insights from time at the fieldwork site. Importance is for you to weave

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- c. both Diné perspective and Western perspective into your thoughts and insights for the week. Papers have guiding questions to assist the learning in focusing content.
3. **ONLINE Blackboard DISCUSSIONS (40 points):** There are online Blackboard
 - a. Discussion questions to be addressed. Will be due on date noted in the schedule.
4. **SITE VISIT with Supervisor (40 points):** A video interview or site visit will be
 - a. conducted with the Psychology Faculty, Fieldwork Site Coordinator and Student to review
 - b. progress. This will be arranged and completed.
5. **Written SUPERVISOR EVALUATION (40 points):** The person established as the Fieldwork Site Coordinator will complete a written evaluation of the student's work during the semester.
6. **Completed Volunteer/CONTACT HOURS Log (40 points):** Complete the log of hours for time spent working at the field site. **A minimum of 40 hours is REQUIRED for this course.** Additional hours will be documented on your transcripts along with extra credit provided. The Contact Hours Log must be signed by the Fieldwork Site Supervisor as well as you and Diné College faculty. The completed Contact Hours Log is due to Blackboard **by 11pm on Friday, 11/19/2021. Keep careful record of your hours. A volunteer log will be made available. Please ensure that you keep proper record. This is your responsibility. Do not mix these hours with the training log hours.**
7. **Completed TRAINING Log (20 points) (2 hours=2 points)** Complete the log of hours for time spent TRAINING at the field site. This can include any online, computer-based training or peer mentor. **Keep careful record of your training hours. A training log will be made available. Please ensure that you keep proper record. This is your responsibility. Do not mix these number with the contact/volunteer log hours.**
 - a. **Example: 2 hours =2 points. If you have 4 hours accumulated, you would have 4 points.**
8. **FINAL PROJECT (140 points):** Your final project will be determined based on specific field site placement. The purpose of the final project is to develop two deliverables
 - a. **PPT PRESENTATION (15 slides)(70 pts) and A FINAL PAPER (70 pts)** that are both relevant and beneficial to the student and to the supporting organization(s).
 - b. **Final paper will be a 2-3 page paper that will incorporate proper APA formatting. Cover page and references if applicable.**

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Schedule:

Wk 1.	<u>8/18</u>	Introductions and Orientation Inquiry into Placement Options In person Orientation Meeting ZOOM Wednesday(3-4p) 10 pts
Wk 2	<u>8/25</u>	ZOOM Wednesday(3-4p) 10 pts (Syllabus quiz-10 points)
Wk 3	<u>9/1</u>	ZOOM Wednesday(3-4p) 10 pts
Wk 4	<u>9/8</u>	ZOOM Wednesday(3-4p) 10 pts (Discussions #1-10 pts.)
Wk 5	<u>9/15</u>	ZOOM Wednesday(3-4p) 10 pts (Reflection #1-2/14/20-20 pts.)
Wk 6	<u>9/22</u>	ZOOM Wednesday(3-4p) 10 pts (Discussion #2-10 pts.)
Wk 7	<u>9/29</u>	ZOOM Wednesday(3-4p) 10 pts (Reflection #2-2/28/20-20 pts)
Wk 8	<u>10/6</u>	Midterm week-No meeting.
Wk 9	<u>10/13</u>	ZOOM Wednesday(3-4p) 10 pts
Wk 10	<u>10/20</u>	ZOOM Wednesday(3-4p) 10 pts (Reflection #3-4/3/20-20 pts) (Site visit-Supervisor-40pts. -Subject to change)
Wk 11	<u>10/27</u>	ZOOM Wednesday(3-4p) 10 pts (Discussion #3-10 pts.)
Wk 12	<u>11/3</u>	ZOOM Wednesday(3-4p) 10 pts (Reflection #4-4/17/20-20 pts)
Wk 13	<u>11/10</u>	ZOOM Wednesday(3-4p) 10 pts
Wk 14	<u>11/17</u>	ZOOM Wednesday(3-4p) 10 pts (Discussion #4-10 pts.) Written Supervisor Eval.-40 Pts. Contact Hour Logs-40 pts Training Log-20 pts
Wk 15	<u>11/24</u>	Happy Thanksgiving/Turkey Day/Enjoy the week. (Nov. 22-26)
Wk 16	<u>12/1</u>	PPT Presentation Due/Final Paper due 50 pts/50pts=100pts.
Finals	<u>12/8</u>	All hours completed.

Grading Accuracy

It is each student's responsibility to monitor their grades online and report any discrepancies. Bear in mind that this is your responsibility. The outlook remains that what you see is exactly what I see within your grade, there is no frills or thrills within the grading process. You see exactly what I see with your grade. I try to remain as transparent as possible both with grading and with assignment presentation (grading rubric). Turnaround of grading will be 48-72 hours after the assignment due date and discussion assignment due date. Please do not submit an assignment and demand an immediate response, I am only human. What this means that even if you submit it early, I will primarily wait until the due date to begin grading to ensure proper implementation of grading insight. In addition, please read the grading rubric responses that I submit back to you, in that much of the grading is based on what is currently within the grading rubric of the assignments.

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Course work submissions:

Majority of the assignments that must be submitted, must be submitted in **Microsoft Word Format**. The reason is that you will be submitted work that is written, "Shocker I know", therefore, with that mindset, you need to have Word to be able to submit your work through Blackboard, which will then be assessed through SafeAssign, to check for Plagiarism. If you do not have Word downloaded on your computer, you will find the link listed below:

<https://www.microsoft.com/en-us/education/products/office>

Hopefully this helps.

Course Discussion Assignments:

Based on the schedule you will have a discussion question posted based on real world outlooks within that of psychology and that will be your out of class practice. There will be 4 discussion question assignments to which they will be worth **20** points for postings. Your post must be substantial and thoughtful and be a minimum of a page. It is recommended that you write your post in Word to track your progress and then copy and paste it into the discussion. See following for pasting help.

(Use the following keyboard shortcuts instead. Cut : Control + X (Command + X) Copy : Control + C (Command + C) Paste : Control + V (Command + V).

All assignments **MUST** be typed, double-spaced, in APA style, and must be written at college level English using Times New Roman 12 point font, with one inch margins.

*****Be sure to cite your resources and provide the references using APA format. Remember to reference all work cited or quoted by the text authors. You should be doing this often in your responses.**

COURSE DISCUSSION RATIONALE

The course discussion allows for an exchange of information and concepts so as to exhibit to the professor the aspect of critical thinking and communication skills by that of you, the student. Your professor will also provide you with specific questions to answer and/or topics to discuss each week. Do not skip out on the discussion questions, because again, a missed discussion here, missed discussion there will add up. The uniqueness of the discussion assignment is to allow you to get outside of your proverbial comfort zone. **(Do not wait until the last day of the course or the semester to submit discussion question assignments as this will impact your grade.)**

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Guidelines for Discussion interaction and input:

Maximize Discussion and Input

The focus is on introducing varying degrees of perspective within differing fields of study within psychology. Each posting may present a new thought or idea as you continue within the course. You can advance your studying experience by the questions presented. You “do not” have to respond to another fellow learner. But this does not mean that you cannot read how others may interpret the information being presented. If you choose to respond, I leave that up to you the learner, but please be respectful of what you write. **Bear in mind that what you submit, I can also read, and if the content is offensive or derogatory in nature, an email will be submitted to you the learner who submitted the offensive content, and a warning will be applied as well the content will be saved for submission to the dean and the original content will be removed so as to remain focused in a positive direction.**

*****Avoid at all cost these various aspects within your writing:**

Stay away from giving minute responses

No texting slang (i.e. LOL, IKR, etc.). Utilize professional responses.

Avoid giving brief responses such as "I agree," or "Yup." Here are some suggestions for gaining the most results from your participation:

Do not mention any **individual, family member, coworker, spouse, ex-spouse, or company names**

To preserve the integrity and professional nature of the course, we ask that participants avoid using individual or company names in the discussions. This keeps everything above board and moving in a positive direction.

The following guidelines apply:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation and grammar, and be sure to edit your contribution before posting.
- Read all postings before posting your responses to discussion topics so as not to unnecessarily repeat information.
- Focus on one topic at a time when posting to discussions.

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- Remember that, unlike in face-to-face learning environments, what you say in discussions and chats is documented and available to be revisited. Choose your words and discussion topics carefully.
- E-mail should only be used for messages pertaining to the course. Please refrain from sending forwards, jokes, etc. within e-mail or within the discussion posts.

Track the discussions

The discussions in the course occur in an asynchronous fashion within each week of the assignment deadline. So please don't expect a reply right away. Check back regularly to see what has been added.

Late discussion/assignment policy:

Late Discussion Forums: The discussion forums are each unique within its entirety in that they each try to pull from relevant sources that are pertinent to today's current outlook. Therefore, as such, the discussion forums are applied within a scheduling format so as to keep you in track within the course itself. Bear in mind that they are due primarily at the end of the week, which allows you ample time to complete with proper in text citations and referencing to support your outlook.

- *I do understand that life happens, therefore the detailed scheduling timeframe will allow you the opportunity to complete the necessary components within the discussion forum coursework.*

Late Assignments: Uniquely enough, even though this an online course, and there is no requirement to be in a physical classroom, the course is still designed to ensure that an effort is made to submit the assignments. The course schedule allows you to stay on track in completing the assignments.

Assignments and discussions are due on specific dates (this is NOT a correspondence course to be completed when convenient). Late work will NOT be accepted.

- I should not have to remind you, but I will nonetheless, please save your work. Save it on a jump drive (i.e. thumb drive), external hard drive, on your desktop as well as an additional storage device (Murphy's law: if it can get erased on your desktop, or computer crashes, it probably will, therefore, save your work on a secondary device), or the cloud. Bear in mind that during this unique time, the ability to save your work is paramount. The excuse "But, I closed my computer, and it did not save my work" will not be accepted, you are a professional student, therefore you will be held to that standard.

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Grading Criteria

A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=0-59%

Total Points highest cumulative grade in the class **>500** will score an **A**

450-500	A
400-449	B
350-399	C
300-349	D
299-0	F

Required DOCUMENTATION:

Because you are working in the field as a volunteer, you will be required to have certain checks and paperwork complete in order to be eligible to apply and be approved for many settings and in organizations. I cannot stress enough the need to GET GOING on these as soon as possible. Most agencies will require these if you are employed, so having them ahead of time can only set you on the pathway to success and expeditious employment in the future.

Documents you will need to complete (TRY TO GET THESE DONE ASAP if you can); the first 4 are critical to work anywhere.

- ***AZ Dept of Public Safety Fingerprint Clearance Card***
- ***Navajo Nation Background Check***
- ***Confidentiality agreement that will be supplied by the field-site.***

At the present time we do not have a way to charge a course fee for these requirements so that you can pay for these with grant funds or scholarship dollars.

Student Drop Policy

Policy on dropping a class. Dropping classes is the sole responsibility of the student. I feel that it is common courtesy and a level of professionalism that if you do decide to drop the course you let the instructor know. I do not drop students from any of my classes unless the student specifically requests me to do so. Requests must be in Writing. You may send me an e-mail, but I won't drop you unless you ask me "In Writing". Students have assumed prior that I will automatically drop them from my course if they don't submit anything, bear in mind that this is your responsibility to request for a drop from the course.

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Incompletes

Incomplete (I) is a temporary grade that is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. Once an official grade is received, students should notify the Office of Financial Aid and Scholarships.

*If a student who was previously awarded on GOOD STANDING receives an (I) grade , they will be awarded the following semester on a WARNING status. If a student who was awarded on a WARNING receives an (I) grade, they will have their Financial Aid placed on a hold until they resolve the (I) grade. Upon receiving a letter grade, SAP status will be determined.

This is where communication is paramount. Bear in mind that if it is the end of the semester and no submission of assignments had been implemented the aspect of an incomplete will not be applied. This would be unethical and unfair to other students who communicated and submitted their work in a timely fashion. Again, this effort is reserved for those who have completed more than 3/4 of their assignment submissions for the whole semester.

Policy on dropping a class. Dropping classes is the sole responsibility of the student. I feel that it is common courtesy and a level of professionalism that if you do decide to drop the course you let the instructor know. With that said, you must let me know if you are dropping a course. If not, most likely you will continue to get updates with the whole class and probably will eventually become annoyed that I am sending updates. Therefore, to avoid any levels of miscommunication, it would best to inform about the student drop so that the status can be modified that reflects the drop status altogether. Again, I do not drop students from any of my classes unless the student specifically requests me to do so. Requests must be in Writing and in doing so must indicate clearly that they are wanting to drop the course. You may send me an e-mail, but I won't drop you unless you ask me "In Writing, and clearly stating the desire to drop the course". Students have assumed prior that I will automatically drop them from my course if they don't submit anything, bear in mind that this is your responsibility to request for a drop from the course.

Incompletes

Incomplete (I) is a temporary grade that is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. Once an official grade is received, students should notify the Office of Financial Aid and Scholarships.

*If a student who was previously awarded on GOOD STANDING receives an (I) grade , they will be awarded the following semester on

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a WARNING status. If a student who was awarded on a WARNING receives an (I) grade, they will have their Financial Aid placed on a hold until they resolve the (I) grade. Upon receiving a letter grade, SAP (satisfactory academic progress) status will be determined.

This is where communication is paramount. Bear in mind that if it is the end of the semester and no submission of assignments had been implemented the aspect of an incomplete will not be applied. This would be unethical and unfair to other students who communicated and submitted their work in a timely fashion. Again, this effort is reserved for those who have completed more than 3/4 of their assignment submissions for the whole semester.

Students with Disabilities:

The college provides reasonable educational support and other academic services to disabled students. A student with a disability who wishes to enroll for classes should contact Student Services at the Tsale Campus or the designated representative at the regional center. Students in postsecondary education are responsible for self-identifying themselves as individuals with disabilities, providing disability documentation and requesting accommodations. Records regarding disability do not automatically transfer from high school to college. Such records can only be released or transferred with the written permission of the adult students. (In case where the student is under the age of 18, the parent or the guardian permission is also required.).

Academic Dishonesty:

1. Cheating – the intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise, practice, exam etc.
2. Fabrication – the intentional and unauthorized falsification of information or citation in an academic exercise.
3. Plagiarism -the intentional or knowing representation of another person's work as the student's own in any given situation. Consequences for a first time offense include meeting with the instructor, chair, and academic dean. The consequence for a second offense is expulsion (see Student Code of Conduct). You will be submitting your assignment through SafeAssign which checks for plagiarism. Again, your submissions are unique and as such they are to be your own genuine outlooks. Please ensure that the paper that you are submitting is focused on this course and this course alone (Do not submit a paper that you had submitted to another course (i.e. English 101)). Secondly, do not submit a paper that had already been submitted to another course. Lastly, do not submit a paper that had already been submitted to another course. I do take this very seriously, in that I will contact you by email and through that will also notify the dean. In accordance to plagiarized work, this can be something as minute as one (1) quote or numerous quotes not being properly cited. This can also mean the act of passing off a prior written work, and resubmitting the assignment for this course in

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the hopes that it would be accepted. With that stated, you will have exactly 24 hours to make adjustments or rewrite the complete paper. Be very careful, this would be a mercy call in relation to the resubmission, and also keep in mind that you will lose 2/3 of the points automatically. If you choose to forgo the assignment and no resubmissions are applied, you will receive no points. I encourage you to submit your own original work specifically for this course, that is all I ask.

4. Safe Assign Scoring:

- a. Low: Scores below 15 percent: These papers typically include some quotes and few common phrases or blocks of text that match other documents.
- b. Medium: Scores between 15 percent and 40 percent: These papers include extensive quoted or paraphrased material, or they include plagiarism.
- c. High: Scores over 40 percent: A very high probability exists that text in these papers was copied from other sources. These papers include quoted or paraphrased text in excess.

I will access each paper accordingly. Bear in mind that at times, due to numerous quotes, and various references, the SafeAssign number can reflect a high number. Therefore, you will also be able to review your own paper, and if it is high, it would be good practice to review as to why the number is high.

Herein lies the complete outlook of what is to be expected, in that if the library research paper is below a 15 percent, then the paper is originally yours. Bear in mind that if the paper has a high score, this will be cause for both concern and an email to you the learner. I will not tolerate excuses of, "The score won't go any lower", or "I cannot write the paper in another way but the way it has been written". There is always a way of improving your writing skills. I will give you a chance to resubmit if the paper is submitted by the due date and the Safe Assign score is high. You will have 24 hours to resubmit with the various necessary changes (Keep in mind that this will impact your grade in that if the paper is plagiarized, this will lower your score for the assignment) (If you are in doubt, please let me know). If you choose to forgo the necessary changes and there is excess plagiarism, the subsequent consequences will be implemented as listed above.

ACADEMIC INTEGRITY:

Students are responsible for the integrity of their academic work. Examples of academic dishonesty include but are not limited to: obtaining unauthorized assistance in any academic work; cheating on a test; plagiarism; quoting without proper credit; modifying any examination, paper, record, report, or project without the instructor's approval for obtaining additional credit or an improved grade; and representing the work of others as one's own. Some of the penalties that may be imposed include: warning (written or oral); reducing the grade for the assignment, test, or project; reducing the grade for the course; assigning a failing grade for the course; dismissing the student from the course and issuing a grade of "W"; academic probation or suspension; expulsion; and recording the decision in the student's academic record.

Reference to the Student Code of Conduct and the College Catalog

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All other of the College's academic policies are spelled out in the College Catalog and Student Code of Conduct and apply to this course.

EMERGENCY INSTRUCTIONAL PLAN

In the event campus is closed due to inclement weather, COVID concerns, or natural disaster and/or this class is canceled, please check your emails. I will email the class with instructions for an appropriate assignment to make up for the missed class time. You are responsible for being able to check your email and log in to Blackboard to complete any make up work I may assign. Please check your emails regularly. I will only contact you via your Warrior Web email account. Unless, for example, a hack occurs or your warrior web is down, I would urge you to contact me immediately.

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Prepared by :

Jeremiah Barber

Date: 8/13/21

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Michael Lerma (Dean of the School of Business and Social Sciences)

Date

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