

# Department Manual, Operating Policies and Procedures

1. Mission, Goals and Objectives
2. Department Committees
3. Faculty Roles
4. Institutional Effectiveness
5. Office Hours
6. Advising
7. Syllabus Guidelines
8. Textbook Ordering
9. Make-up Exams
10. Travel/Absences
11. Research and Training Laboratories
12. Adjustments in Teaching Loads
13. Honor Programs
14. Subject Pool in Psychology
15. Graduate Programs
16. Human Resources Office Requirements
17. University Keys
18. Computer and/or Printer technical issues
19. Workroom Copier/Copier Requests
20. Office supplies
21. Mail
22. Orders/Deliveries
23. Phone/Calls
24. Student Add/Drop
25. Testing Center

## 1. Mission, Goals, and Objectives

### Mission

Our mission is to engage students in the discovery of knowledge in the social and behavioral sciences. The undergraduate programs emphasize broadening and deepening students' understanding of people, considered from the perspectives of the individual, group and society. An overarching goal is to engage students in the application of what they learn so that it enriches their personal lives, enhances their effectiveness in the workplace and stimulates their interest in pursuing responsible citizenship roles. The graduate programs in psychology build on the foundation of scientific discoveries in the core areas of the field and focus on the development of professional insights and skills necessary for becoming effective and productive practitioners, researchers, and instructors.

### Goals

Provide high-quality undergraduate degree programs and courses that meet the educational needs of the general student population and those with majors or minors in psychology, sociology, and social work.

Provide high-quality graduate programs that meet the educational needs of students who are seeking advanced training in psychology.

Promote and publicize the growth and accomplishments faculty and advanced students in their fields of expertise.

Share the knowledge and expertise of students and faculty with others outside the university community.

Incorporate innovation, technology and diverse instructional techniques into the curriculum.

### **Degree Program Objectives**

The department offers these degree programs:

Bachelor of Arts in Psychology

Bachelor of Science in Psychology

Bachelor of Arts in Sociology

Bachelor of Science in Sociology

Bachelor of Social Work

Master of Science in Applied Psychology

Master of Science in Counseling Psychology

Master of Science in Industrial-Organizational Psychology

Each of the programs have five to ten student learning objectives that re reviewed and revised annually according to procedures described in the Institutional Effectiveness section.

## **2. Department Committees**

### **Department Peer Review Committee**

The committee comprises three tenured faculty members who are elected by tenured, tenure-track, and full-time clinical faculty to serve three-year staggered terms. The chair rotates to the most senior committee member each year. The department chair conducts the election.

The term of the members runs from January 1 through December 31.

The committee conducts the annual review of faculty under the supervision of the department chair and in accordance with university guidelines.

The current (fall, 2013) members are:

- Kraig Schell (chair, term expires Aug, 2014)
- Bill Davidson (term expires Aug, 2015)
- Robert Mowrer (term expires Aug, 2016)

### **Institutional Effectiveness Committee**

The committee is composed of three members appointed by the department chair. The members serve indefinite terms. The committee develops, implements and revises the department plan for institutional effectiveness.

The current members are:

- Michelle Hanby
- David Sanders

- Tom Starkey
- Cheryl Stenmark

### 3. Faculty Roles

- A Faculty Senate representative is elected to serve a three-year term by a majority vote of full-time faculty. Dr. Starkey's term began in FY 2012 and ends in FY 2014. The representative reports senate business to the faculty and solicits faculty input on matters under senate deliberation.
- Graduate program directors (Michelle Hanby, Kraig Schell, and Robert Mowrer) are appointed to serve indefinite terms by the department chair. They recruit and advise incoming students, maintain a modernized curriculum, track students' progress, select graduate/research assistants, serve on the Graduate Council, maintain the program Web site and oversee all aspects of program assessment.
- The First Year Experience Coordinator in psychology (Kristi Cordell-McNulty) is appointed by the department chair to serve an indefinite term. The responsibilities include establishing and maintaining a First Year Experience Program for psychology majors.
- Undergraduate internship coordinators (Bernie Ramsey, David Sanders, Ken Stewart and Ingrid Russo) supervise the field placement of students enrolled in internship courses.
- The psychology subject pool coordinator (Robert Mowrer) is appointed by the department chair for an indefinite term. The responsibilities include managing the Sona system and setting policies that enable faculty and student researchers to collect data and that enable instructors to receive accurate reports on participant's credit.
- The social work program director (Tom Starkey) is appointed by the department chair and serves an indefinite term. The responsibilities include overseeing all aspects of the program and maintaining compliance with accreditation standards.
- The Research Lab 205B coordinators (Michelle Hanby) are appointed by the department chair for an indefinite term. The responsibilities include maintaining the facility's electronic and furnishings can designing and operating an effective procedure for scheduling activities.
- Teaching assistants (TA) supervisors (Kristi Cordell-McNulty and Crystal Kreitler) are responsible for selecting, training and supervising the work of the three teaching assistants.
- The Honors Program liaison (name) is appointed by the department chair and serves an indefinite term. The primary responsibility is to set course guidelines that enable Honor students who have majors in the department to meet their Honors Program requirements.
- The research publicist (Crystal Kreitler) is appointed by the department chair and serves an indefinite term. The person who fills this position collects, distributes, and publicizes information about the student and faculty research endeavors.

### 4. Institutional Effectiveness

Records on the assessment and improvement plans of all programs in the department are maintained by the Department Institutional Effectiveness Committee (DIEC). The graduate programs and the undergraduate social work program are assessed by the program directors, who maintain the results and report them annually to the DIEC.

The sociology program is assessed by students' performance in the capstone course, SOC 4161, and the results are reported to the DIEC by the course instructor.

The undergraduate psychology program is assessed by an exit exam and other methods, and the results are reported to the DIEC. Policies for the psychology exit exam are set by the department chair and re described in this exit exam policy.

In addition to the procedures described above, the degree programs are assessed by mapping program goals with the assessment of course goals. The students' progress on course goals is measured each long semester with an IDEA form, a self-report instrument. The results and plans for improvement are retained in an electronic archive.

## 5. Office Hours

The university requires faculty to maintain 10 office hours per week during the fall and spring semesters.

## 6. Advising

Faculty members are expected to advise students during registration periods. They are usually scheduled to do so during office hours. The office coordinator maintains a list of times that faculty is available for advising in their offices, and he/she schedules the advising appointments. During the designated advising times, the faculty member who is on duty should leave his/her office door open so that students can stop by for advisement without an appointment. Typically, students are each advised by a faculty member who teaches in the student's major area. However, some faculty members provide specialized advisement to students who aspire to graduate or professional training outside the disciplines offered in the department. In this regard, Dr. Mowrer advises students who are preparing for graduate study in physical therapy.

## 7. Syllabus Guidelines

Course syllabi are expected to include the content listed below.

Information about the instructor: office location, phone number and e-mail address, office hours (10 hours per week).

Attendance policy

Course goals (including some from the IDEA list)

Criteria for determining course grades

Honor Code – Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code.

Disabilities – People with disabilities that may warrant academic accommodations must contact the Student Life Office in the University Center, to request such accommodations prior to a being implemented.

For PSY 1303 and 2301 syllabi – Students are required to complete three hours of research experiences. For additional details, see the department's "Research Opportunities" Web site menu item.

For syllabi of undergraduate PSY courses other than 1303 and 2301 – Indicate that extra credit will be offered for completing research experiences. For additional details, see the department's "Research Opportunities" Web site menu.

## 8. Textbook Adoptions

Faculty members are responsible for ordering textbooks for their courses. They can do this in one of two ways:

1. Provide the department's office coordinator with the necessary information to place the order:

Discipline

Course number and section

Enrollment

Textbook title, author, publisher, edition, ISBN #

2. Send Carrie Geshus your book adoptions directly at [0295@txt@fhrq.follett.com](mailto:0295@txt@fhrq.follett.com)

## 9. Make-up Exams

Faculty members are free to set their own make-up exam policies. However, the department does provide an optional service in this regard. Beginning the third week of classes, a graduate assistant is assigned to monitor an afternoon make-up exam session once a week. The session is scheduled from 1:30-3:30 p.m. Friday afternoons (the exact days and times are set at the beginning of the semester).

## 10. Travel/Absences

### Travel

If you are traveling for the university and expect to be reimbursed, **do not** make any of your reservations through an online third party (i.e., Expedia, Travelocity). If you need any help with any part of the travel paperwork, please ask the office coordinator.

### Absences

If you will be missing class for any reason that does not involve travel for the university, a form needs to be filled out for the dean. Please contact the office coordinator for the form. If you are unable to meet with your class because of illness, please let the office know through e-mail or call.

**Your communication is vital to this department. If anything comes up that affects the students, the office coordinator needs to know about it. Typically, the office coordinator is the person who students turn to for answers.**

If you have any questions, please contact the office coordinator at (325) 486-6117 or by email.

## 11. Research and Training Laboratories

The department maintains four research and training facilities:

The **Industrial-Organizational Psychology Lab** is located in the Jackson Street Lab on the east side of campus. Dr. Schell is the lead administrator of the facility, which provides general-purpose lab space with several computers, closed-circuit behavioral observation and a work area for industrial/organizational graduate students to conduct research projects. In the past, studies have addressed issues of human performance, error management and perception.

The **Experimental Psychology Lab** operates in two locations: the Jackson Street Lab and in Academic 215. It operates under the direction of Dr. Mowrer and Dr. Forbes. Current projects investigate the psychological mechanisms that influence human decision-making across realms such as financial investments, college courses, and sports.

The **Social Perception Lab** is located in Room 215 of the Academic Building, and is operated under the direction of Dr. Hack. Research focuses on the study of person perception and the various

factors involved in impression formation. Students receive first-hand experience with the research process, and gain valuable information regarding social psychological research. Students in this lab learn several skills including ethics training, as well as conducting research in the role of experimenter. Other skills may include preparing experiment materials, data entry, and data analysis.

The **Educational/Developmental Psychology Lab** is located in Room 215 of the Academic Building and is under the direction of Dr. Cordell-McNulty. Current projects address college student issues such as motivation, social support, and persistence.

## **12. Adjustment in Teaching Loads**

According to university policy, graduate courses count for 1.5 courses toward the normal teaching load for four courses per semester. As the schedule permits, the department chair adjusts the teaching load of faculty after they have completed two graduate courses, so that they may teach seven rather than eight courses during the academic year.

## **13. Honors Program**

Students in the university's Honors Program are required to take one or two courses for Honors credit in their major. To fulfill this requirement, students must complete a regularly scheduled advanced course in their major and complete an Honors project in that course. This must be done with prior consent of the instructor.

## **14. Subject Pool in Psychology**

In support of the research conducted by faculty and students, the psychology program maintains a subject pool. It operates by requiring students enrolled in PSY 1303 and 2301 to earn three credits of research participation (one credit per hour; half credit half hour) and by awarding extra credit to students in other PSY courses who serve as subjects.

Investigators who use the subject pool are required to post their studies in the Sona System after receiving authorization from the department Sona administrator, Dr. Mowrer. When the research is being conducted by undergraduates, the supervising faculty member is responsible for posting the studies in Sona.

Investigators set the number of research credits awarded to participants according to the amount of time taken to complete the session: 1-30 minutes = .5 credit, 31-60 minutes = 1 credit, 61-90 minutes = 1.5 credits, and so on. Course instructors decide how the research credits convert into course points.

In any given semester, investigators who utilize the subject pool must finish collecting data no later than the Friday prior to Dead Week, at which time the Sona administrator will verify that no additional sessions are scheduled. Prior to Wednesday of Dead Week, investigators should complete the awarding of credit to participants (in Sona). These deadlines will permit instructors to clarify any discrepancies between Sona records and students' reports.

## **15. Graduate Programs**

### **Graduate Assistants (GA)**

Selection Procedure

The department currently has nine graduate assistant (GA) positions. The GA positions are apportioned to psychology programs as follows: MS Counseling Psychology (three GAs), MS I/O Psychology (three GAs), MS Applied Psychology (two GAs), Bachelor of Social Work Program (one GA).

Program directors select students to serve as GAs. The distribution of GA positions to programs, as well as the assignment of GAs to supervising faculty is based on program recruiting needs, individual faculty workloads, and the discretion of the department chair.

Current GA positions by supervising faculty, student/student program, & and funding source.

| Faculty                | GA/Program          | Fund Source                          |
|------------------------|---------------------|--------------------------------------|
| Kraig Schell           | Lea Barilleaux/IO   | Department of PSY, SOC, SWK          |
| Kraig Schell           | Olivia Olszewska/IO | Department of PSY, SOC, SWK          |
| Kraig Schell           | John Starne/IO      | Department of PSY, SOC, SWK          |
| Crystal Kreitler       | Jessica Serrate/IO  | Department of PSY, SOC, SWK          |
| Tom Starkey            | Mary Bible/C        | Department of PSY, SOC, SWK          |
| Tay Hack               | Barbara Coleman/C   | Department of PSY, SOC, SWK          |
| Kristi Cordell-McNulty | Mary Berry/C        | Department of PSY, SOC, SWK          |
| Sangeeta Singg         | John O'Neal/C       | College of Health and Human Services |
| Michelle Hanby         | Elizabeth Starnes/C | College of Health and Human Services |

Graduate minimum pay information based on the student working a maximum of 17.5 hours per week:

- fall or spring = \$3745
- both fall and spring = \$7490
- one summer term = \$1300
- both summer terms = \$2600
- fall, spring, both summer terms = \$10,090

### Work Responsibilities of GAs

The responsibilities of GAs may include research activities as well as other duties, as described in the in the ASU document, ***Policies and Procedures Governing Teaching Assistants, Graduate Assistants and Graduate Research Assistants***. They are allowed to make classroom presentations only with supervision from faculty. The contracts of GAs stipulate the maximum number of hours they are to work per week.

GAs are paid according to the maximum, even if they work less than that during some weeks. They should not be asked to exceed the weekly maximum to make up for weeks where they worked less. In addition to each working for a faculty member, GAs will also monitor make-up exams one afternoon per week for two hours, beginning the third week of the semester. This duty may be rotated among the GAs.

#### Orientation of GAs

Orientation information will be distributed by the program directors, supervising faculty and the office coordinator.

#### GA Opportunities Outside the Department

Many offices on campus hire GAs. The department chair will maintain a list of those offices and send them the applications of students who were not selected in this department. Typically, this will occur in July.

### **Teaching Assistants**

The contract for teaching assistants (TAs) is \$11,095 and covers the fall and spring semesters. It is considered half-time employment and carries three important provisions:

1. TAs qualify for in-state tuition and employee benefits.
2. TAs may not have any other paid positions while serving as a TA.
3. TAs must enroll in at least six, but not more than nine, semester credit hours.

Teaching assistants are selected by the TA supervisors in April of the year prior to the appointment. The selection process involves a review of application forms and personal interviews. The TAs are trained and assigned work by the supervisors. Their primary responsibilities are to learn about all aspects of course delivery, attend one or more of the undergraduate courses taught by the supervisors, practice lecturing on selected topic and serve as discussion group leaders on Fridays. In addition, the TAs may be assigned to teach their own courses after being trained for one semester.

### **Graduate Faculty Development**

Graduate students at ASU pay a surcharge of \$20 per credit hour. Eighty percent of these funds are returned to the departments that generate the credit hours, as follows: each fall, the department receives an amount determined by the average number of graduate credit hours generated during the past year. Of the funds received annually in this department a small amount is set aside to support recruiting initiatives and is spent at the discretion of the graduate program faculty directors. The remaining funds are dispersed evenly among the faculty who teach graduate courses. Expenditures must comply with state and university regulations and be in support of graduate education.

## **16. Human Resources Office Requirements**

Employees must complete appropriate paperwork in the Human Resources Office before they begin their job or within the first week of employment – be sure to take your Social Security card and a photo ID. HR is located in the East Office Annex. The phone number is (325) 942-2168.

## **17. University Keys**

A key card will be issued to you for the necessary keys for your office and the department office. After you sign and date the key card, take it and a photo ID to the locksmith in Facilities Management (also referred to as the Physical Plant) and he will issue you an approved key.

### **Location of Facilities Management (Physical Plant)**

Go down Johnson Street to Vanderventer Avenue. Follow Vanderventer Avenue all the way to Jackson Street. When you cross Jackson Street, the road will curve behind two houses. Follow this road to the complex of blue buildings at the end of the street. Someone inside will direct you to the locksmith's office, where you will pick up your keys.

If you need a key to the media cart in the classrooms, please see Brandy Pacheco, office coordinator.

## **18. Computer and/or Printer Technical Difficulties**

If you have any problems with computers, printers, copiers or any media equipment, please let the Media Specialist, Manuel San Miguel, know as soon as possible so that a service request can be submitted. Manuel San Miguel may be contacted at [manuel.sanmiguel@angelo.edu](mailto:manuel.sanmiguel@angelo.edu) or at 486-6582.

## **19. Work Room Copier/Copier Request**

There is a copier located in the work room that can be used for small individual copying jobs. Please limit the usage to small jobs: 1-25 pages preferably.

We do not usually make copies for students unless a professor asks. There is a copier for student use in the University Center. Students also have computer use and paper supplied through their student fees. Please direct them to a computer lab – the closest one is on the third floor of the library.

## **20. Office supplies**

Supplies are kept in the workroom cabinets for your use. You will find printer/copier paper in the work room. Please let the office coordinator know if there is something that you need, if we do not have it please let the office coordinator know by the 15<sup>th</sup> of each month so that the order can be processed.

Department letterhead is also located in the workroom. University policy specifies that we use the color ink letterhead and envelope for all off-campus correspondence and the black-and-white letterhead and envelope for on-campus correspondence.

## **21. Mail**

You have a mail slot located in the main area of the department office where you can receive mail daily. There is also a slot for all outgoing mail, both postal mailings and on-campus delivery. We have a full-service post office on campus located in the University Center.

## **22. Orders/Delivery**

When ordering instructor copies of books or anything large that needs to be delivered to campus, please use this mailing address:

Your Name  
Angelo State University  
Department of Psychology, Sociology and Social Work  
2601 W. Avenue N  
San Angelo, TX  
76909

## **23. Phones/Calls**

If calling long distance, dial 8 then the area code and number. For local calls, dial 9 then the number (no area code). If you are calling on campus, only dial the last four digits. If you are calling within our department, use the intercom button and the three-digit extension.

Office Coordinator Brandy Pacheco as well as student assistants answer the (325) 942-2068 number and transfer the calls to the appropriate persons. We typically do not take messages because we allow the caller to leave a message on your voicemail.

The (325) 942-2219 number is an automated number that picks up and will ask the caller to enter the extension they need (please give them your extension when you want the caller to use this number). Please use this number on your course syllabi.

## **24. Student Add/Drops**

Students will approach you at the beginning of the semester concerning getting into your full class. If you are fine with letting them into your classroom, you need to notify the office coordinator (call, e-mail or visit her in-person) of the class and the student name and ID. Please be aware of room capacity and fire codes.

Students will also approach you during the semester concerning dropping your course. We have a drop slip that needs to be filled out and signed by you, the department chair, or the office coordinator.

## **25. Testing Center**

There is a Testing Center in the Vincent Nursing-Physical Science Building that provides computerized testing services to faculty who want to administer online tests in a secure environment. The center is directed by Lorri Morris, and she can be reached at (325) 942-2624 or [Lorri.Morris@angelo.edu](mailto:Lorri.Morris@angelo.edu).