

PSY 372: Adolescent Diversion Program
Syllabus: Spring 2020

Contacts:

<u>Director and Instructor:</u> Sean Hankins	hankinss@msu.edu
<u>Co-Instructor:</u> Briana Coleman	colem279@msu.edu
<u>Co-Instructor:</u> Lucas Al-Zoughbi	alzoughb@msu.edu
<u>Co-Instructor:</u> Emily Sheridan-Fulton	sherid65@msu.edu
<u>Faculty Advisor:</u> Dr. Cris Sullivan	sulliv22@msu.edu
<u>UA:</u> Morgan Burns	burnsmo2@msu.edu
<u>UA:</u> Molly Costantino	costan23@msu.edu
<u>UA:</u> SheKari Daniel	danie309@msu.edu
<u>UA:</u> Danielle Fournier	fourni70@msu.edu
<u>UA:</u> Holly Gruber	gruberho@msu.edu
<u>UA:</u> Hunter Johnson	john4957@msu.edu
<u>UA:</u> Callie Reichel	reichelc@msu.edu

Class Sections:

Day	Time	Instructor	Undergraduate Assistant(s)	Location
Tuesday	9:10am-12pm	Sean Hankins	Molly Costantino	Arranged
Tuesday	1pm-3:50pm	Lucas Al-Zoughbi	Hunter Johnson	Room 011 Old Horticulture Bldg
Wednesday	9:10am-12pm	Briana Coleman	Callie Reichel	Room 321 Baker Hall
Wednesday	3pm-5:50pm	Emily SF Zagurny	Danielle Fournier	Room 321 Baker Hall
Wednesday	3pm-5:50pm	Lucas Al-Zoughbi	Morgan Burns	Arranged
Thursday	6pm-8:50pm	Sean Hankins	SheKari Daniel Holly Gruber	Room 134C Psych Bldg

Office hours by appointment in Room 134A Psychology Building

Continuing in the Adolescent Diversion Program!

As you know from the previous semester, the MSU Adolescent Diversion Program (MSU-ADP) is an evidence-based program that works in conjunction with the Ingham County Family Court Division. The primary purpose of the MSU Adolescent Diversion Program is to reduce recidivism and combat criminogenic factors through advocacy and mentoring.

In the second semester, you are still expected to come to every class prepared to actively participate. This includes listening to your classmates, openly discussing your case, and providing feedback and suggestions on classmates' case work. You are required to turn in all paperwork, including your Weekly Progress Reports, on completely and on time.

If you come to class prepared to do the above, you set yourself up to have an amazing learning experience and be an effective advocate. This course is designed to be creative, innovative, and impactful. Our goal for everyone, throughout this course, is to feel creatively challenged and to learn how educational encouragement and support can make a difference in a youth's life.

PSY 372 Course Work

Students will receive weekly grades based on completeness and timeliness of case-related paperwork, active participation, and in-class discussions.

Resources from PSY 371, including powerpoints and resource-related readings are accessible on the PSY 372 D2L page.

Work Submission

All required assignments will be due on the posted due dates and in the proper APA format to receive credit. All written assignments must be turned in on the date due. **Any assignment not turned in on the due date will result in a grade of 0.0 for that assignment.** Much of the paperwork you will submit in the class are considered court documents. Professionalism is vital. All work must be created solely for the purposes of this class and must be the student's own. Students should keep a copy of all materials handed in during the course. Grades and feedback will be updated on D2L.

Weekly Progress Reports (WPRs)

Students who are assigned will be required to complete weekly progress reports and submit them to their corresponding dropboxes in D2L by 11:59pm the day before their scheduled class. If your class is on Tuesdays, then your WPR must be submitted by Monday at 11:59pm. This paperwork will take the place in the grading system for Critical Thought Papers after the student is assigned. The WPRs are extremely important documentation that are sent to the court and audited both weekly and monthly. If you do not have a WPR submitted to the dropbox by the due date, you will receive 0 points for that week's WPR grade, and you will not be able to present your case in the class

discussion until a blank WPR is completely filled out and submitted. Failure to complete weekly WPRs correctly and consistently will result in a review of further participation in ADP, and you may be removed from the course. The Undergraduate Assistants will provide you with feedback regarding necessary updates. You must make these corrections and re-submit on D2L within 48 hours. Failure to do so will result in a 0.0 for that assignment.

Your weekly progress will also be determined by your case effort. In order to ensure the youth receives a full and effective intervention, there are requirements that must be met, including meeting at least 6 hours each week, meeting at least two times a week, and accomplishing your weekly goals. We are asking for good-faith effort, meaning that you commit completely. In the event you cannot make these requirements because of challenges with the youth, please discuss this in supervision with your instructors and your UA. Completing WPRs fully, correctly, on time, and putting full effort into your case will ensure your grade for this assignment.

Community Resource Assignment

Every week, students who are not assigned a youth will be given an assignment related to a common need or interest we see among our youth (ex: homelessness, hunger, health, etc.). Students will need to find at least **4 resources in the Greater Lansing Area** that help meet this need. Students will need to find contact information, cost, and eligibility requirements among other things and present their findings in class each week in lieu of a case. These resources will be used to compile a resource packet for future cases.

Logbook

The logbook is a living document throughout your case. You will update it weekly regarding your meetings with your youth that week. This will include the times and dates you met, goals and activities with your youth, what your youth has accomplished that week and what you both want to continue working on, your feelings and thoughts about your case, and any remaining questions you have.

Class Participation

Each week you will receive a class participation grade based on attending class, being on time, discussion in class, and paying attention to content. As before, attendance and participation in class are mandatory.

Mid-Intervention Report

On week 8 of your intervention, you will submit a draft of your mid-intervention report. You will submit the final copy of your mid-intervention report on week 9. The report is a court document where you will provide updates about your assessment with your youth, your youth's SMART goals, your activities with your youth, and what you will continue to work on.

Completion/Termination Report

On week 17 of your intervention, you will submit a draft of your completion report. You will submit the final copy of your completion report on week 18. The report is a court document where you will provide an overview of your intervention, including your assessment, your youth's SMART goals, your activities with your youth. Remember to keep everything strengths-based.

Alternatively, if your case is terminated early for whatever reason, you will submit a similar report called a "Termination Report" that explains the reasoning behind the termination in addition to an overview of your case thus far.

Completion Packet

This is a packet of resources that you will put together and leave with the youth on the last meeting of your intervention. Your intervention will last a minimum of 18 weeks, and this resource packet will be the cumulative pinnacle of your work with your youth.

Finals Week

April 27 – May 1

Students will meet individually with their instructors to provide and obtain feedback regarding PSY 372. Students are required to meet with their youth until their individual meeting.

Grading System

Assignment	Number of Items	Points per Item	Total Points
Weekly Logbook (or Community Resource Assignment)	15	10	150
Weekly Progress Reports (or Community Resource Assignment)	15	10	150
Class Attendance and Participation <i>includes finals week</i>	16	5	80
Mid-Intervention Report	1	60	60
Completion/Termination Report	1	60	60
Completion Packet	1	35	35

Total Possible Points: 535

Grading Scale

482-535 points	=	4.0
455-481 points	=	3.5
428-454 points	=	3.0
402-427 points	=	2.5
375-401 points	=	2.0
348-374 points	=	1.5
321-347 points	=	1.0
≤ 320 points	=	0.0

Course Policies

Two-Semester Commitment

PSY 372 is the second class in a two-semester sequence. The overall sequence (PSY 371/372) is designed to provide you with an opportunity to develop the specific skills needed when providing direct service to individuals in the community. Throughout this course, you will learn about applying theories underlying human behavior to real-world scenarios, sharpen your empathy skills, and gain valuable experience interacting with diverse individuals and community settings.

Attendance Policy

PSY 371 and 372 meet during the first week of classes and during Finals Week. During Finals Week, students will meet individually with their instructors and their semester will be over. Assigned students are no longer required to meet with their youth after that meeting during Finals Week but are expected and required to meet with the youth before that meeting. All students will comply with Michigan State University's general attendance policy: <https://ombud.msu.edu/classroom-policies/#attend-general>

Attendance during PSY 372 is mandatory. Any unexcused absence may result in receiving a 0.0 for PSY 372, and the student can be removed from the class. It is critical that each student learn and integrate the material presented in PSY 371 in order to be an effective advocate. The only excused absences are listed under the University guidelines on excused absences. If you are excused for an absence, you must make the time up during the timeline the instructor has given. If you don't make up the time, this will be grounds for dismissal, and you may receive a 0.0 for PSY 372.

Tardiness Policy

It is equally important that you arrive to class on time. Two tardies over 20 minutes = one unexcused absence; which is grounds for dismissal.

Grief Absence Policy

The faculty are sensitive to and will accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy. It is the responsibility of the student to:

- a) Notify the Associate Dean or designee of their college of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation,

- b) Provide appropriate verification of the grief absence as specified by the Associate Dean, and
- c) Complete all missed work as determined with the instructor. It is the responsibility of the Associate Dean or designee to:
 - a. Determine with the student the expected period of absence,
 - b. Notify the faculty that the student will be absent, and
 - c. Receive verification of the authenticity of a grief absence request upon the student's return. Students wanting to request a Grief Absence should complete the Grief Absence Request Form. The link to this form is <https://reg.msu.edu/StuForms/Stuinfo/GriefAbsenceForm.aspx>

Confidentiality

Maintaining the confidentiality of the youth is of utmost importance. You are not allowed to talk about your case outside of the classroom or with anyone other than your classmates, your instructor, or your undergraduate assistant. This means that you cannot share details about your case with your family, friends, roommate, partner, etc. You should not talk about your youth's personal information with other people in their lives (their parents, their JCO, their teachers, etc.) without the youth's permission.

Dismissal from PSY 372 Policy

In addition to being terminated from the class for an absence, a student may be terminated from the class for breaking confidentiality, engaging in unprofessional behavior, demonstrating they may be an ineffective advocate and/or mentor in the community, or for failing to adequately demonstrate mastery of course material. Breaking confidentiality or engaging in unethical or abusive behavior may result in immediate expulsion from the course with a grade of 0.0. If a student is in danger of being expelled from the course due to lack of grasping the course material, they will receive verbal and written warning before such an action occurs.

Anti-Discrimination Policy

The University prohibits any discrimination against or harassment of University community members through the inappropriate limitation of employment opportunity, access to University residential facilities, or participation in education, athletic, social, cultural, or other University activities on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. It also prohibits any discrimination or retaliation against community members involved in youth programming, including the youth in ADP, the families involved in ADP, and other community members.

Academic Integrity Policy

Please be prepared for each session with assigned reading and assignments completed and engage in professional behavior by treating others courteously and with respect. For more information, please consult Michigan State University's Spartan Code of Honor Academic Pledge: <http://splife.studentlife.msu.edu/spartan-code-of-honor-academic-pledge>. More information can also be found on the website for the Office of the University Ombudsperson: <https://ombud.msu.edu/academic-integrity/>

Article 2.III.B.2 of the SRR states: "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, (insert name of unit offering course) adheres to the policies on academic honesty specified in General Student Regulation 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations.

[General Student Regulation](#) 1.00 states in part that "no student shall claim or submit the academic work of another as one's own." (For the complete regulation, refer to Protection of Scholarship and Grades.) For General Student Regulations: <http://splife.studentlife.msu.edu/regulations/general-student-regulations>

Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com website to complete any course work in this course. Students who violate MSU regulations on Protection of Scholarship and Grades will receive a failing grade in the course or on the assignment.

Faculty are required to report all instances in which a penalty grade is given for academic dishonesty. Students reported for academic dishonesty are required to take an online course about the integrity of scholarship and grades. A hold will be placed on the student's account until such time as the student completes the course. This course is overseen by the Associate Provost for Undergraduate Education.

Accommodations for Students with Disabilities

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at <http://rcpd.msu.edu>. Once your eligibility for an accommodation has been determined, you will be issued a Verified Individual Services Accommodation ("VISA") form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (usually an exam, project,

etc.). Requests received after this date may not be honored. Although there are no exams or projects in this course, we will honor accommodations as needed.

Title IX and Limits to Confidentiality

Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at <http://www.titleix.msu.edu/>

Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, students should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues based on external legal obligations or that relate to the health and safety of MSU community members and others. **As instructors, we must report the following information to other University offices:**

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child,
- Allegations of sexual assault or sexual harassment when they involve MSU students, faculty, or staff, and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, then you are encouraged to make an appointment with the MSU Counseling Center.

Professionalism and Social Media

All students participating in ADP must maintain a professional environment inside and outside the classroom. All students must dress in a peer professional manner while working with youth, agencies, and school professionals. All networking websites (i.e. Facebook, Twitter, Instagram, or any other social media sites) must have the maximum private/restriction setting on them. This means that the youth and the youth's family should not be able to see your posts or pictures if they find your social media account. Additionally, you may not post any pictures with your youth or tag your youth in anything on your account. This is to protect their privacy and maintain confidentiality.

Classroom/Disruptive Behavior

Article 2.3.5 of the Academic Freedom Report (AFR) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.3.10 of the AFR states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." General Student Regulation 5.02 states: "No student shall...interfere with the functions and services of the University (for example, but not limited to, classes...) such that the function or service is obstructed or disrupted." Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process.

Respect and Technology in the Classroom

Please respect your instructor, other facilitators, and fellow students by silencing your cell phone and/or other electronic communication devices during class. You may not text or be on your phone during class. Laptop use may be permitted. However, distracting activities such as instant messaging, shopping, email, social networking (Facebook, Twitter, Instagram, etc.), or playing games is prohibited. Your participation grade could be negatively impacted through failure to meet this expectation.

Computer-related Issues

It is the student's responsibility to have a backup plan ready in case of computer crash or loss of internet connection. ADP, Michigan State University, and your instructor recommend(s):

- Backing up coursework onto a flash/jump drive or a Cloud-based network
- Locating an alternate computer (library, friend's computer, program center's computer, internet café, etc.)
- Notifying instructor immediately of problems, especially when trying to submit assignments
- Contacting the Help Desk (517.432.6200 or toll free 844.678.6200 or ithelp@msu.edu) for technical issues

Expenses

There are no books required for either PSY 371 or PSY 372, but there are costs to you related to travel. There also may be additional costs, at your discretion, related to working with your youth.

It is up to the student to determine the types of activities they will be doing with the youth. Do not assume that the youth, the youth's family, or other people in the youth's

life will pay for the youth's expenses. There are several free and low-cost activities in the area. You should talk to your classmates and instructors if you need ideas.

Course Information Updates

All course information and instructor communications will be relayed through D2L and Michigan State University email. It is the student's responsibility to check the D2L course regularly for announcements and course information. Any changes to this course syllabus will be announced in class at least one week prior to the change, and it is the responsibility of the student to stay informed about these changes.

Email Communication

Email is the best way reach your instructor, Undergraduate Assistant, and the Program Director. Please use the following guidelines when emailing a staff member:

- First, ask yourself this question: "Can this question be answered by looking in the syllabus or looking on the D2L course site?" If the answer is yes, then you should not send an email
- Use PSY 372 in the subject line to make it clear you are a student in this course asking a question.
- Address the email properly (i.e., Hello Lauren).
- Proofread your email for clarity. Check for grammatical and spelling errors.
- Sign your email with your full name, so we know who you are.
- Be polite.
- Respond to emails when a staff member sends you one, even if all it requires is "Ok, thank you for the update."
- Check your email regularly! During the course, we will email you with announcements and reminders. Please read these emails as soon as you receive them.

It is up to the discretion of the instructors to set their guidelines and boundaries about phone communication.

By Any Means Necessary Policy

There will likely be weeks when you are unable to meet your youth for a full 6 hours. However, students were informed of the heavy time commitment this class would require at the beginning of 371. Your busy schedule should not reflect the effort you are putting towards meeting with your youth.

In the event you are unable to meet your youth directly for 6 hours during the week:

- 1) You must provide proof that you attempted to contact your youth and set up new times to meet that week. Count all texts, calls, visits as contact attempts on your WPRs. **For all calls and text messages, you must screenshot an image of the call log and text message. Attach these images in your WPR.**
- 2) You must make up the direct time you are missing as indirect time.
 - a. You should be conducting research about activities and goals your youth enjoys. Locate resources in the community that could be of interest to your youth when you meet again. Count this as “Indirect: Research” time.
 - b. Example:
 - i. You were able to meet your youth for 3 hours on Monday. Because the youth had a sudden doctor’s appointment, they were unable to meet with you on Tuesday. You spend that time you usually meet on Tuesdays researching animal-related resources in Lansing because your youth wants to work with animals. You discover the possibility of volunteering with your youth at the Capital Area Humane Society, find a vet clinic that will allow your youth to shadow, and plan a trip to Potter Park Zoo. You mark these hours on your WPR as “Indirect: Research” time. The next time you see your youth, you talk about these opportunities.

Failure to meet these requirements will result in points deducted from your Participation and WPR grades for the week.