

# PSY 372, section 1: Adolescent Diversion Program – Summer 2023

## Course Contact Information:

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## Section Information:

Day and Time	Instructor(s)	Undergraduate Assistant(s)	Location
Tuesdays 9am-12pm	Mallet Reid	Audrey Cubba	121 Baker Hall
Wednesdays 1pm-4pm	Sean Hankins	Caitlyn Cooney	134C Psychology Building

Office hours by appointment and may be held online. Contact your instructor(s) to schedule.

### Continuing in ADP!

ADP is an evidence-based program working in conjunction with the Ingham County Family Court. You are expected to come prepared to actively participate by discussing your case and providing suggestions on classmates' cases. Paperwork, including Weekly Progress Reports and Logbooks, must be turned on completely and on time. ADP is designed to be innovative, and impactful. Our goal is for everyone to feel creatively challenged and to learn how positive encouragement and support can make a difference in a youth's life.

### 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. Only PSY 372 fulfills the experiential learning requirement. 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.

## Coursework

Grades are based on the following assignments. **Assignments will be due on D2L by 11:59pm the day before class unless otherwise stated. Any assignment not turned in on the due date will result in a 0.0 for that assignment. Assignments can be turned in any time before their due date.** Students should keep a copy of all materials submitted in the course. Guidelines are on D2L. Grades and feedback will be updated on D2L.

### Weekly Progress Reports (WPRs)

Assigned students will be required to complete and will be graded on their WPRs. WPRs are ways of providing case notes and updates on your intervention. Completing WPRs fully, correctly, on time, and putting full effort into your case will ensure your grade for this assignment.



Weekly progress will also be determined by your case effort. To ensure the youth receives a full and effective intervention, 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.

WPRs are important documentation that can be sent to the court. If you do not have a WPR submitted on D2L by the due date, 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 UAs 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 for that assignment.

**The final WPR must include your last week and all corrections for all WPRs.**

### 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 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.

**The final logbook must include your last week and all corrections for all logbooks.**

## Class Attendance and Participation



These grades are based on on-time attendance, participation in activities and discussion, and paying attention to content.

## Mid-Intervention Report



Two weeks before the middle of intervention (Week 7 unless otherwise instructed), you will submit a **draft** of your mid-intervention report on D2L. You will submit the **final** copy of your MIR on D2L two weeks later (Week 9 unless otherwise instructed). 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.

## Final Report



Two weeks prior to the end of your intervention (Week 16 unless otherwise instructed), you will submit a **draft** of your completion report on D2L. You will submit the **final** copy of your completion report the two weeks later on D2L (week 18 unless otherwise instructed). 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" or "Non-Compliance Report" that explains the reasoning behind the termination in addition to an overview of your case thus far.

## Completion Resource 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 approximately 18 weeks, and this resource packet will be the cumulative pinnacle of your work with your youth. The **draft** is due on D2L two weeks prior to the end of the intervention. The **final** will be due on D2L the last week of the intervention, and you will provide it to the youth during your last intervention week.

## Finals Week

**August 14-18**



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	Points Each	Total Points
Weekly Logbook (or Community Resource Assignment)	13	10	130
Final Logbook	1	20	20
Weekly Progress Reports (or Community Resource Assignment)	13	10	130
Final WPR	1	20	20
Mid-Intervention Report	1	60	60
Completion/Termination Report	1	60	60
Completion Resource Packet	1	35	35
Class Attendance and Participation <i>Includes finals week</i>	14	10	140





**Total Possible Points: 595**





### Grading Scale

536-595 points	=	4.0
506-535 points	=	3.5
476-505 points	=	3.0
447-475 points	=	2.5
417-446 points	=	2.0
387-416 points	=	1.5
357-386 points	=	1.0
≤ 356 points	=	0.0

## Course Policies





Course Policy	Description
<p><b>Attendance and Tardiness</b></p> 	<p>All students will comply with Michigan State University's general attendance policy: <a href="https://reg.msu.edu/ROInfo/Notices/Attendance.aspx">https://reg.msu.edu/ROInfo/Notices/Attendance.aspx</a></p> <p>It is critical that each student learn and integrate the material presented in order to be an effective advocate. Attendance is mandatory. A pattern of absences, as determined by the instructor, may result in receiving a 0.0, and the student can be removed from the class. If you are excused for an absence, you must make the time up during the timeline the instructor has given. <b>If you know about an absence ahead of time, let your instructor and UA know as soon as possible. You will not want to take this class if attendance is a problem.</b></p> <p>Attendance is critical so that you get the material needed to work with real people with complicated lives. However, we know it is an unusual time with COVID-19. If something happens where you need to miss class, you need to reach out to us before class and explain what's going on and make up work within the deadline determined by your instructor.</p> <ul style="list-style-type: none"> <li>• If a student is experiencing technical difficulties, they are responsible for contacting the instructor and undergraduate assistant <b>before</b> class. They may or may not be exempt.</li> <li>• It is important that you arrive to class <b>on time</b>. Consistent tardiness as determined by the instructor is grounds for dismissal.</li> </ul>
<p><b>Grief Absence</b></p> 	<p>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. The student has the responsibility to:</p> <ol style="list-style-type: none"> <li>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. Students wanting to request a Grief Absence should complete the Grief Absence Request Form. The link to this form is: <a href="https://reg.msu.edu/StuForms/Stuinfo/GriefAbsenceForm.aspx">https://reg.msu.edu/StuForms/Stuinfo/GriefAbsenceForm.aspx</a></li> <li>b) Provide appropriate verification of the grief absence as specified by the Associate Dean,</li> <li>c) Complete all missed work as determined with the instructor.</li> </ol>
<p><b>Confidentiality</b></p> 	<p>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. Do 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. You should not use identifying information, including names, when discussing youth in class.</p>
<p><b>Dismissal from PSY 372</b></p>	<p>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</p>

	<p>community, or for failing to adequately demonstrate mastery of course material as determined by the course instructor. Breaking confidentiality or engaging in unethical 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.</p>
<p><b>Technology in Class and Tech-Issues</b></p> 	<p>Please respect your instructor and fellow students by silencing your phone and other electronic communication devices during class. You may not text or be on your phone during class. Laptop use is permitted solely for class-related use. Your participation grade could be negatively impacted through failure to meet this expectation.</p> <p><b>If a student is experiencing technical difficulties, they are responsible for contacting the instructor and undergraduate assistant BEFORE class.</b> It is the student's responsibility to have a backup plan ready in case of computer crash or loss of internet connection. Recommendations include: Backing up coursework, locating an alternate computer, notifying instructor immediately of problems, contacting the Help Desk (517.432.6200 or <a href="mailto:ithelp@msu.edu">ithelp@msu.edu</a>) for technical issues.</p>
<p><b>Expenses</b></p> 	<p>There are no books required for either PSY 371 or PSY 372, but there may be costs to you related to travel. There also may be 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 many free and low-cost activities in the area. Talk to classmates and instructors if you need ideas.</p>
<p><b>Travel and Motor Record Review</b></p> 	<p>You may be assigned to work with a youth anywhere in Ingham County. You are responsible for completing intervention activities, even if the youth lives far from MSU. If a youth lives outside of a 15-mile radius from MSU, you will be reimbursed for mileage to and from the youth's residence beyond the 15-mile radius. You must keep an exact log of your travel for youth living further than 15 miles from MSU.</p> <p>Students in this program would need to have a motor record review annually to meet the Youth Program Policy requirements at MSU. Students licensed in the State of Michigan should <b>complete the form found on the course D2L page and email it to <a href="mailto:riskmgmt@msu.edu">riskmgmt@msu.edu</a> the first week of class. Students must CC Sean Hankins and their instructor on email.</b></p> <p>Students licensed in states other than Michigan should obtain a copy of their motor vehicle record from their respective state. <b>Email it to <a href="mailto:riskmgmt@msu.edu">riskmgmt@msu.edu</a> the first week of class. Students must CC Sean Hankins and their instructor on email.</b></p>
<p><b>Background Checks</b></p>	<p>A background check of each student will be conducted the first week of PSY 371. Additional random background checks are at the discretion of the Instructor, Undergraduate Assistants, and Program Director. Failure to pass a background check may result in immediate expulsion from ADP, depending on the issue. Failure to pass a background check includes but is not limited to charges/convictions related to abuse or</p>

	<p>assault. The results of criminal background checks will be kept confidential to the maximum extent permissible by law and will not be shared with community partners. For more information regarding MSU Background Checks, please visit: <a href="https://communityengagedlearning.msu.edu/community-partner/criminal-background-checks">https://communityengagedlearning.msu.edu/community-partner/criminal-background-checks</a></p> <p>On the first week of class, you should complete the background check form and send it to <a href="mailto:cbc@hr.msu.edu">cbc@hr.msu.edu</a>. The form can be found on D2L. <b>When you submit your background check to <a href="mailto:cbc@hr.msu.edu">cbc@hr.msu.edu</a>, you must CC Sean Hankins and your instructor on email.</b></p>
<p><b>Professionalism and Social Media</b></p> 	<p>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 social media sites should have the maximum privacy settings. The youth and the youth’s family should not be able to see your posts or pictures if they find your social media account. You may not post any pictures with your youth or tag your youth in anything on your account.</p>
<p><b>Course Information Updates</b></p> 	<p>All course information and instructor communications will be relayed through D2L and email. It is the student’s responsibility to check the D2L course regularly for announcements and course information. Any changes to this 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.</p>
<p><b>By Any Means Necessary</b></p> 	<p>There will likely be weeks when you are unable to work with 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 working with your youth. In the event you are unable to work with your youth directly for 6 hours:</p> <ul style="list-style-type: none"> <li>• You must provide proof that you attempted to contact your youth and set up new times to talk that week. Count all texts, calls, and emails as contact attempts on your WPRs.</li> <li>• You must make up the direct time you are missing as indirect time.</li> <li>• You should conduct research about activities and goals your youth enjoys. Locate resources in the community that could be of interest to your youth when you talk again. Count this as “Indirect” time.</li> </ul> <p>Example: You were able to Zoom with your youth for 3 hours on Monday. Because the youth had a sudden doctor’s appointment, they were unable to Zoom with you on Tuesday, as you’d planned. You spend that time researching animal-related resources in Lansing because your youth wants to work with animals someday. 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 (all to be done after the pandemic ends). You mark these hours on your WPR as “Indirect” time. The next time you talk with your youth, you discuss these opportunities. Failure to</p>

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

## University Policies

University Policy	Description
<p><b>Digital Communication</b></p> 	<p>Email is the best way reach your instructor, Undergraduate Assistant, and the Program Director. Please use the following guidelines when emailing a staff member:</p> <ul style="list-style-type: none"> <li>• If your question can be answered by the syllabus or D2L, do not email</li> <li>• Use PSY 371 or 372 in the subject line to clarify you are a student in this course</li> <li>• Address the email properly (i.e., Hello Lauren)</li> <li>• Proofread for clarity. Check for grammatical and spelling errors.</li> <li>• Sign your email with your full name, so we know who you are.</li> <li>• Be polite.</li> <li>• Check your email regularly. Please read ADP-related emails as soon as possible.</li> </ul> <p>It is up to the discretion of the instructors to set their guidelines and boundaries about phone communication.</p>
<p><b>Anti-Discrimination Policy</b></p> 	<p>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, the families, and other community members.</p>
<p><b>Accommodations for Students with Disabilities</b></p> 	<p>MSU 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: <a href="http://rcpd.msu.edu">http://rcpd.msu.edu</a>. 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 your instructor 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.</p>
<p><b>Academic Integrity Policy</b></p> 	<p>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: <a href="http://splife.studentlife.msu.edu/spartan-code-of-honor-academic-pledge">http://splife.studentlife.msu.edu/spartan-code-of-honor-academic-pledge</a>. More information can also be found on the website for the Office of the University Ombudsperson: <a href="https://ombud.msu.edu/resources-self-help/academic-integrity">https://ombud.msu.edu/resources-self-help/academic-integrity</a></p> <p>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</p>



addition, this 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 and quizzes 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](http://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.

**Title IX and  
Limits to  
Confidentiality**



MSU 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: <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 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.

<b>Disruptive Behavior</b>	Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process. A student who refuses to wear a mask even after being asked is considered a disruptive student and should be asked to leave the classroom.
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