PROFESSIONAL DEVELOPMENT EXPERIENCES CHECKLIST

**Instructions**
Please respond to the following experiences and skills you may have gained during your lower division (freshman and sophomore) college coursework. Please check any experiences you’ve had.

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**Developing Writing Ability**
- **1.** I have written a literature review.
- **2.** I have written up, following APA publication style, a psychological study (Introduction, Method, Results, Discussion, and References) for a course paper.
- **3.** I have written at least 2 lengthy (7+ pages) papers using APA style.
- **4.** I seek feedback from various sources (e.g., peers, faculty, writing center) to improve my writing.

**Oral Communication Experience & Communicating Psychological Information**
- **5.** I have made at least 2 oral presentations in my class (classes).
- **6.** I have given a speech/presentation to a large audience (25+ people).
- **7.** I regularly contribute meaningfully in class discussions.
- **8.** I regularly contribute meaningfully in small group class discussions.
- **9.** I have presented the results of a psychological study.
- **10.** I have created (or co-created) and presented (or co-presented) a poster detailing the results of a psychological study at a local or national psychology conference.

**Finding, Reading, & Evaluating Professional Literature**
- **11.** I have used library databases to search for information.
- **12.** I have utilized the campus library’s reference materials to gather/search for information (electronically and/or in person).
- **13.** I have read at least 5 articles from professional journals.
- **14.** I know how to tell whether an article has been peer reviewed.
- **15.** I know how to tell whether a source is primary, secondary, or other.
- **16.** I understand the difference between an empirical article and non-empirical articles (e.g., a review or theoretical article).
- **17.** I can determine whether an article is of high quality.
- **18.** I can read and accurately summarize relevant articles for a research project.
- **19.** I have identified problems with psychological research reported in the popular media (TV, radio, etc.).
- **20.** I have critiqued a published research study (as a class project, or prior to using the published study as a source).

**Abiding by Ethical Standards: Information Use and Research Participants**
- **21.** In papers I write, I know how to cite sources correctly following APA writing style.
- **22.** In papers I write, I know how to quote and paraphrase correctly.
- **23.** I understand the definition of plagiarism.
- **24.** I know how to avoid plagiarism.
25. I am familiar with the ethical guidelines (e.g., confidentiality, informed consent, use of deception) of a major scientific organization, such as APA.
26. I am aware that there are ethical standards for psychological research (e.g., informed consent, Institutional Review Boards).
27. I know where to locate the ethical guidelines of a major scientific organization, such as APA.
28. When conducting research, I know there are special ethical concerns for children and those who are unable to decide for themselves whether they will participate in a study.
29. I have critically evaluated the ethics involved in research projects such as Milgram’s Obedience Study and Zimbardo’s Stanford Prison Experiment.
30. I have designed a research project while attempting to minimize the risk to participants and maximize the benefits.
31. I have discussed whether a research project was ethical or unethical.
32. I understand that all research must be approved by the appropriate institutional committee.

Working Effectively in Groups to Achieve Common Goals
33. I have worked on a research team.
34. I have worked in a group for a class project or paper.
35. I have worked on a team for a project in a student organization.
36. I have actively participated in one or more extracurricular organizations at the college.
37. I have held office in a club or other member-driven organization.
38. I have done volunteer work for an agency or other group associated with the social sciences.
39. I have been an active member of at least one community organization.

Understanding and Engaging in the Research Process
40. I understand the different research methods that answer different types of research questions (e.g., case study vs. true experiment).
41. I understand the strengths and weaknesses of various research designs.
42. I understand which research designs allow for casual inferences.
43. I understand that there is an ethics code to follow in the treatment of human participants and animal subjects.
44. I have designed and conducted a psychological research project, utilizing operational definitions of variables.
45. I have learned about psychometrically sound (reliable and valid) measures to test hypotheses.
46. I have learned about internal and external validity.
47. I have conducted a formal research study using an online survey tool.
48. I have been a member of a research team.
49. I have helped conduct a formal survey project.
50. I have successfully used a survey creation program (e.g., Survey Monkey or Google Forms).

Analyzing and Interpreting Quantitative Data
51. I have entered data into a statistical software program (e.g., SPSS or SAS).
52. I have used basic spreadsheet programs.
53. I have chosen appropriate statistical methods to test a hypothesis.
54. I have used statistical software programs (e.g., SPSS or SAS) to analyze data using descriptive techniques, such as mean, median, or standard deviation.
55. I have used statistical software programs (e.g., SPSS or SAS) to carry out inferential analyses such as correlation, regression, ANOVA, or multivariate analyses.
56. I have interpreted the results of research studies by translating quantitative statistical output into meaningful summary descriptions.

Documenting Professional Development
57. I have created my own curriculum vita.
58. I regularly update my curriculum vita.
59. I have had my curriculum vita evaluated by a professor, advisor, or career counselor.
60. I have job shadowed someone in my field of interest.
61. I have conducted an information interview with someone who works in my field of interest.

Scoring Rubric

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<th>Experience Cluster</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
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