SYLLABUS CHECKLIST – AACC PSYCHOLOGY DEPARTMENT

Note: All information is *required* unless specifically noted otherwise.

☐ Course title, section number, room/time class meeting information

☐ Instructor's name and contact information
- You *must* use your AACC email address for all contact with students.
- You must give out at least one phone number. It is up to you if you want to give out a home or cell number, or request a voice mailbox from AACC.
- List the location of your campus mailbox, if you have one.
- Let students know which method is best for reaching you, what times are OK to call you, etc.
- Do *not* list the office phone number as a point of contact.

☐ Office hours
- These are mandatory for full-time faculty, and optional for adjuncts.

☐ Brief description of the course and overall learning objectives

☐ Course schedule
- For each course meeting, indicate the date, topic, and assigned reading.
- You also need to indicate the dates of exams, and dates that classes will not be held (e.g., Thanksgiving).
- It's fine if you want to group 2-3 classes together on the schedule (for example, you might say that Chapter 5 will be on October 3 and 5), but break down the course on at least a week-by-week basis.
- List specific dates—don't just say "Week 1."
- Yes, we all know that schedules don't always work out as planned, and that's fine. But students should be given enough information to plan ahead.

☐ Required and/or optional books. Please give complete information, including edition number and ISBN, so that students who buy books from outside sources can make sure they are getting the correct book.

☐ Class procedures and expectations
- Indicate your expectations for classroom participation, tardiness, and overall classroom behavior. This can be as long or as short a section as you like.
- Refer students to the College Code of Conduct, which prohibits any behavior that "obstructs the work of the college." If you want to copy from this code to your syllabus, you'll find the text by going to http://www.aacc.edu/catalog/interactivecatalog/ and clicking "college policies."
- If you've got specific policies about pet peeves (eating in class, cell phones, etc.) then list those too.
- Describe your policies as they relate to attendance, late papers, and makeup work. Even if you don't have a set attendance policy, it's still good to make a statement about the importance of regular attendance. It may seem like common sense, but not all students realize its importance, and emphasizing this can help set the tone for the course.

- ☐ Grading scale
  - o We are not going to dictate the relative point value of various assignments or categories of assignments, as long as you are reasonable. Nor are there specific requirements for using a strict point system vs. assigning percentage weights to categories (e.g., quizzes vs. papers). And it's up to you if you want to include participation and/or attendance as part of the grade. But whatever system you do use, it must be clearly spelled out here. In other words, a student should know exactly what he or she needs to do in order to earn an A in the course.
  - o Students should also know how many assignments to expect over the course of the semester. There may be some types of assignments (such as pop quizzes) where you don't know the exact number ahead of time. But for major papers and exams, this information should be provided at the start of the semester.

- ☐ Accommodations for students with disabilities
  - o Your syllabus needs to have a statement indicating that you will work with students who need accommodations, provided they have the appropriate paperwork.
  - o Provide contact information for the Disability Support Services office.
  - o You can find wording at http://ola.aacc.edu/retannenbaum/adjuncts/policies.htm

- ☐ Resources for getting help with the course
  - o There is a Writing Center on campus, as well as an online writing lab through SmarThinking
  - o Peer tutors are available for psychology courses

- ☐ Academic integrity policy
  - o All AACC syllabi are required to include the full text of the academic integrity policy. You can copy this policy from a sample syllabus (email Rachelle if you need one) or copy it from http://ola.aacc.edu/retannenbaum/adjuncts/policies.htm

- ☐ Information about FERPA
  - o Let students know that federal law prohibits you from releasing private information such as grades to anyone but the student, and explain that you cannot send emails about grades to non-AACC email accounts. Sample wording is at http://ola.aacc.edu/retannenbaum/adjuncts/policies.htm

- ☐ Tear-off sheet
  - o This is a sheet that students sign, indicating that they agree to the policies in the syllabus and to the college's academic integrity policy.
  - o Some faculty also like to ask for additional information on these sheets, such as students' contact info, major/career goals, etc. This is up to you.
  - o You can find a sample tear-off sheet at http://www.aacc.edu/tla/adjunct.cfm

- ☐ Optional sections
  - o Welcome statement (set a warm and collegial tone for the class)
  - o Information about you
  - o Suggestions for success in the course
  - o Information about specific assignments
  - o How to stay informed in case of school closings or class cancellation
  - o Withdrawing from the course: Inform students of the last day to withdraw, and how this can be accomplished