

Appendix AA: Syllabus Policy Department of Psychology (Approved:3/12; Revised 3/14)

Each course and each section of each course must have a complete syllabus. Faculty members will distribute a complete syllabus either in paper format or online to students and their department chair typically on the first day of class but no later than 8 a.m. of the last day of the Add/Drop period. If requested by students, a faculty member must provide a syllabus in an alternate format (e.g., a paper copy, an email attachment, etc.)

Syllabi for all courses in the Department of Psychology must follow the University Syllabus Policy (See next page) and include the following additional elements:

Common departmental student learning outcomes. Information. A core set of SLOs have been approved for each course, and must be included on each syllabus under the label *Student Learning Outcomes*.

SLOs. These SLOs can be copied from the Psychology Website (*Department Governance*→*Syllabus Requirements*), and pasted into syllabi. Instructors may include additional SLOs as needed.

Assessment methods linked to student learning outcomes. Information. SLOs must be linked to specific assessment methods. *Example. Students will integrate findings from multiple research articles. Assessment method: Introduction section of research proposal.*

Department Writing Statement. Information. A standard statement has been approved by the Psychology faculty and should appear on every syllabus. Faculty are expected to factor writing quality into the evaluation for all out-of-class writing assignments.

Psychology Department Writing Policy: Students in all psychology courses are expected to use correct grammar, spelling and composition in written assignments. These elements of writing will be taken into consideration in grading all out-of-class writing assignments. If you would like free help with your writing, you may visit the Noel Studio, in the Library: The Noel Studio for Academic Creativity is a free resource for the ECU community, including graduate and undergraduate students. At the Noel Studio, a trained consultant will work you or your small group on any piece of written or oral communication, at any stage in the process from brainstorming to finished product. Consultants can also help you develop effective research strategies. For more information, visit the Noel Studio website at <http://www.studio.ecu.edu/> or call 859-622-6229.

Outside Activity Requirement. Information. Students in PSY 200, 250, 309, and 310 serve in our participant pool; alternative activities are allowed.

Standard Syllabus Statement. Each student in PSY 200, 250, 309, and 310 is required to complete 6 hours of outside credit in order to pass the course. This requirement is set by the Psychology Department. Please see the handout for details. *Instructor may add language specific to his/her requirements.*

Outside Activity Handout. The handout can be found on the Psychology Website (*Department Governance*→*Syllabus Requirements*). *The instructor may modify activities that fulfill this activity, as deemed appropriate for the course.*

Comprehensive Exam. (PSY 200) Information. All students in PSY 200 are expected to complete a comprehensive exam that has been developed by the Psychology Department, and is used for assessment purposes at the program level. Faculty must require the exam (it is not optional for certain students), and must count the exam score toward the course grade. The weight of the exam is determined by individual faculty. A large weight is not recommend. The exam is packaged, along with instructions, answer key, and student scantron forms and mailed to faculty near the end of the semester. Contact steffen.wilson@eku.edu with questions.

Elements of UNIVERSITY SYLLABUS POLICY (4.1.4P)
(Full policy & Template: www.eku.edu → A-Z index→Policies)

1. Department, prefix, number, title, credit hours, and course reference number
2. Catalog course description, including prerequisites
3. Text(s) with dates, supplemental text(s), other required readings and references
4. Student learning outcomes.
5. Evaluation method(s) and relative weight of each course requirement
6. Student Progress. The syllabus will describe a mechanism by which the instructor will provide students with written information on their progress in the course at least once prior to the mid-point of the course.
7. Attendance policy. The policy would normally describe how absences and tardiness will be recorded, how excused and unexcused absences will be handled, and how missed exams and late or missed assignments will be handled.
8. Notification of the last day to drop the course.
9. Disability Statement. All faculty should include the following standardized statement (located on OSID Web site).

Students with Disabilities: *A student with a “disability” may be an individual with a physical or mental impairment that substantially limits one or more major life activities such as learning, seeing or hearing. Additionally, pregnancy or a related medical condition that causes a similar substantial limitation may also be considered a disability under the ADA.*

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the office in the Whitlock Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933. Upon individual request, this syllabus can be made available in an alternative format.

10. Academic Integrity Policy.
Academic Integrity. Students are advised that EKU’s Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

11. Course requirements: required activities, papers, quizzes, exams, oral reports, special projects, field trips, labs, etc. For courses taught concurrently at the 500/700 levels, the course requirements should clearly distinguish requirements at the 500 level from those at the 700 level.
12. Course outline: an outline indicating subject matter, and an approximate time schedule.