

Perhaps the best tool an instructor has for sharing the learning goals and objectives is the **Syllabus**. A syllabus is required for each class. The syllabus should contain the following:

- **Course Title**
- **Instructor**
- **Semester, Year and Time**
- **Office Hours, Office Location, Phone and Email**
- **Course Description:**
- **Course Pre-requisites (if applicable)**
- **Required Textbooks:**
- **Recommended Textbooks:**
- **Library Resources:**
- **Course Objectives:**

Grading Scale and Criteria (Example):

The student’s final grade will be based on the cumulative total number of points from each of the following evaluation techniques:

Evaluation Type	Number	Points Each	Total
Grading Scale			

Course Content Narrative (should include all activities and requirements for completion of course)

- Quizzes
- Written Exams
- Final Exam
- Written Papers
- Presentations (individual and/or group)
- Discussion/class participation
- Make up Work
- Class Attendance

Course Outline (Daily or weekly format)

POSSIBLE SYLLABUS LANGUAGE:

Academic Honesty: Any student detected of cheating or engaging in plagiarism on any exam or paper, or participating in any other form of academic dishonesty, will receive the appropriate sanctions which can include a failing grade (“F”) for the course. Please visit with me regarding any questions. In cases of serious violations, additional sanctions (such as academic probation or suspension) are possible.

Student Email: Every student is issued a McKendree email account, which is one of the major means of communication from departments such as the Office of Academic Records, Student Affairs and the Business Office. All students are responsible for checking their McKendree email accounts regularly, and are accountable for information disseminated to their email accounts. Failure to read university communications sent to McKendree email accounts does not absolve students from knowing and complying with the content of these communications.

ADA Policy: The department of psychology conforms to the disability policies of McKendree University. A student requiring assistance with the technical portions of the course should contact the Instructor or the Academic Support Center. Services for Students with disabilities are provided through the McKendree Academic Support Center in order to help the student integrate in the entire college experience. MASC provides coordination and implementation of special accommodations for students with documented disabilities.