

Course Name

PSY 000
ID:

Fall 2011
Instructor:
Office: AUCA Main Building, 209
Office phone: 663309 (*239)
Email:
Classes:
Office hours:
Number of credits:
Course status: required/elective

Course description:
Course objectives/goals:

Required (core) readings:
Recommended (additional) readings:

Course requirements and grading criteria:

1. Attendance. Please, indicate if it's required, how much it constitutes from the final grade or from the final number of points.

2. Participation. Please, indicate if it's required, how much it constitutes from the final grade or final number of points, whether pop quizzes will be offered and whether they are part of students' participation grade which other types of activities will be offered in class to encourage students to participate.

3. Course papers and research projects. Please, indicate how much it constitutes from the final grade or final number of points. Explain whether you expect drafts or not, and indicate the deadlines for draft and final versions of papers/projects. Please, include the grading criteria for papers/projects, explaining in detail what you expect from the assignment. Please, state clearly the format of the assignment, and in case of demanding APA style-format of the assignment, direct the students to particular sources where they can get the guidelines on the APA style (be clear, whether you do or do not accept papers in other styles from students from other departments which use other styles like MLA etc.) For papers, mention the opportunity for students to refer to Writing Center to get help with their grammar. In case of projects, please indicate whether you expect students to present their work and when.

4. Presentation(s). Please, indicate the number of presentations and whether you expect students to present in groups or individually (or which topics can be presented in groups). Explain your grading criteria for the presentation, describing every criterion you are using. Mention whether you expect students to consult with you and show their presentations before presenting. Mention if you expect students to facilitate the discussion and/or ask questions to the audience as part of their presentation. Please describe the consequences of a student missing his/her presentation or not being ready with it the day it's due: explain whether student gets 0 for this assignment or can make presentation some other day, or can submit it to you for half of the grade.

5. Exams. [Please indicate the number and expected dates of the exams. Describe the supposed content of the exams and their form: the types of questions included, the possibility of bonus

questions to be included. Indicate how much each exam constitutes from the final grade. Explain how you expect the students to get prepared for the exams: your lecture materials, readings, students presentations. Mention whether you will or will not distribute the study guide for the exam. Describe on which portion of the material covered in the course the exams will be based. Please indicate the consequences of not attending an exam, both in case of sickness and in case of no excuse provided.

Bonus points. Explain in your syllabus whether you ever will give students opportunities to get bonus points. Explain how many points students can get as a bonus during the course and which types of work they have to do in order to obtain those. Please, try not to mention that you will give bonus points whenever you will notice student is doing an extraordinary job, since this allows for personal interpretations of both student and instructor. Please indicate whether you will include bonus questions in exams/tests and, if possible, explain on which material they will be based.

Late assignments. Indicate your policy for the late submission of assignments. State clearly if you are going to give any **extensions** ever on assignments to the class or individually and what are the prerequisites for extension.

Academic dishonesty and cheating policy. Provide the explanation of what is considered to be academic dishonesty under Honor Code of AUCA or under other legally binding documents. Please indicate explicitly the consequences of intentional or unintentional dishonesty (give definition).

Grading scale: (up to instructor)

X grade policy. Describe the prerequisites for getting X for the course. Give the general rationale behind the X grade, stating that the decision to give an X is made by the instructor only.

Please indicate that students can always refer to **Academic Appeals Committee** in case of radical disagreement with the instructor on any issue and not seeing any ways to solve the disagreement on the spot.

Course conduct policy. Explain how you expect students to behave in relation to lateness, chatting, eating and snacking and drinking in class, using cell phones and laptops, doing make up in class, completing assignments for other courses in class etc. Explain what are the consequences for not behaving according to these expectations of yours.

Tentative course schedule. Please state to which extent the schedule provided is tentative and what are the bases for changing the schedule. In your schedule, include dates (weeks), topics of classes or topics for weeks, corresponding required and additional readings, corresponding assignments if possible, due dates of deadlines and exams.