**2020 Syllabi Requirements & Example:**

1. **Name and Contact Information**
   1. Email, office hours-time/location (1 office hour per class)
   2. TA contact info
2. **Communications Statement (this can go under contact info)**
   1. \*Official Communications via GMU E-mail: Mason uses electronic mail to provide official information to students. Examples include communications from course instructors, notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their Mason e-mail account and are required to activate that account and check it regularly.
3. **List of texts and readings**
4. **Technology Statement (email, blackboard, etc.)**
5. **Course Goals and Objectives**
6. **Disability Statement**
   1. \*\*Disability Statement: “If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Services (DRS) at 703-993-2474.”
7. **Honor Code Statement**
   1. George Mason University has an Honor Code, which requires all members of this community to maintain the highest standards of academic honesty and integrity. Cheating, plagiarism, lying, and stealing are all prohibited. It is every student’s responsibility to familiarize himself or herself with the Honor Code. The Honor Code is available at: http://oai.gmu.edu/the-mason-honor-code-2/ All violations of the Honor Code will be reported to the Honor Committee.
8. **Class cancellation policy (N/A for online sections)**
   1. How will you notify students if classes are cancelled? How will you make up the missed time?
9. **Grading Policy**
   1. A-F scale with percentages associated with each grade
   2. George Mason University does not dictate a grading scale. Instructors may determine cut off points for A, B, C, etc. The use of plus and minus grades for A, B, C is also at the instructor’s discretion.
   3. C+, C-, and D grades do not exist for a graduate course. See, e.g., sections AP.3.1 and AP.3.2 in the [university catalog](http://catalog.gmu.edu/content.php?catoid=29&navoid=6177#undergrad)
10. **Assignments** 
    1. Due dates, descriptions, point values, and evaluative criteria
11. **Add/Drop deadlines**
    1. last day to add/drop with no tuition penalty
12. **Class meeting dates**
    1. Assignments/readings due each class
    2. Topics/readings to be covered in each class

**EXAMPLE SYLLABUS**

**PSYC 123-001: Introduction to Psychology**

**Spring 2020**

**Instructor Name:** Professor **Email:** Instructor@gmu.edu

**Class Time:** T, TH 1:00-2:15pm, DK 2084 **Office Hours:** Monday 12:00-1:00pm, DK 2086

**Course Overview:** Psychology is the study of behavior and the mind. This course will cover an overview of basic concepts in psychology including relevant theories, concepts, and studies.

**Objectives:** By the end of this course, we will have covered the following learning objectives

* Identify important foundational theories and theorists, and how their work shaped the field of psychology
* Write about research critically and analyze data provided from major studies
* Demonstrate knowledge of designing a research study including variables, reliability, and validity
* Apply basic psychological concepts within a personal, social, and organizational context

**Required Text:** Myers, D. G. (2015). *Psychology*. Eleventh Edition. Boston, MA: Worth Publishing.

**Technology:**

* **Official Communications via GMU E-mail:** Mason uses electronic mail to provide official information to students. Examples include communications from course instructors, notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their Mason e-mail account and are required to activate that account and check it regularly.
* **Class Cancellation Policy:** This class will entail frequent use of email, blackboard, PowerPoint, etc. Please check blackboard and your email regularly. If class is cancelled, I will notify you by email/blackboard and how we will make the time up.

**Accommodations:** Disability Statement: If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Services (DRS) at 703-993-2474.

**Honor Code:**

* George Mason University has an Honor Code, which requires all members of this community to maintain the highest standards of academic honesty and integrity. Cheating, plagiarism, lying, and stealing are all prohibited. It is every student’s responsibility to familiarize himself or herself with the Honor Code. The Honor Code is available at: http://oai.gmu.edu/the-mason-honor-code-2/ All violations of the Honor Code will be reported to the Honor Committee.

**Grading Scale:** All graded assignments and final grades will be evaluated on the following scale (Both Graduate and undergraduate scales are included here, choose the one relevant to your course level) Reference: http://catalog.gmu.edu/content.php?catoid=29&navoid=6177#undergrad

**Undergraduate Grading Scale**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Percentage** | **Quality Points** | **Undergraduate Courses** |
| A+ | 97-100 | 4.00 | Passing |
| A | 93-96 | 4.00 | Passing |
| A- | 90-92 | 3.67 | Passing |
| B+ | 87-89 | 3.33 | Passing |
| B | 83-86 | 3.00 | Passing |
| B- | 80-82 | 2.67 | Passing |
| C+ | 77-79 | 2.33 | Passing |
| C | 73-76 | 2.00 | Passing |
| C- | 70-72 | 1.67 | Passing |
| D | 65-69 | 1.00 | Passing |
| F | 64 and under | 0.00 | Failing |

**Graduate Grading Scale**

|  |  |  |
| --- | --- | --- |
| **Grade** | **Quality Points** | **Graduate Courses** |
| A+ | 4.00 | Satisfactory/Passing |
| A | 4.00 | Satisfactory/Passing |
| A- | 3.67 | Satisfactory/Passing |
| B+ | 3.33 | Satisfactory/Passing |
| B | 3.00 | Satisfactory/Passing |
| B- | 2.67 | Satisfactory\*/Passing |
| C | 2.00 | Unsatisfactory/Passing |
| F | 0.00 | Unsatisfactory/Failing |

\* Although a B- is a satisfactory grade for a course, students must maintain a 3.00 average in their degree program and present a 3.00 GPA on the courses listed on the graduation application.

**Assignments:** This class is comprised of 4 major assignments, **totaling 100 points**

* **Three exams (30 points total, 10 each)** There will be three exams in this class throughout the semester, each one will be cumulative, so make sure you don’t fall behind on the readings. There will be a study guide provided and review sessions for those who are interested. A rubric used for grading will be provided in class.
* **One group project (15 points)** Students are able to pick their own partners and come up with a topic related to psychology that we have covered in class, or is in the book. Presentations will need to be 10 minutes long and include the following: Visual aid, research studies, relevance to the class, and the take-away message. A rubric used for grading will be provided in class.
* **One research paper (15 points)** Students will choose one of three topics: Research Methods, Theory, or Mental Disease to write a ten-page paper. This paper should be in APA format with in-text citations and a bibliography with at least 8 sources. Sources should consist of research journals and articles only, NO WIKIPEDIA. A rubric used for grading will be provided in class.
* **Daily quizzes (40 points total)** Four ten-point quizzes will be given throughout the semester randomly. If you are not in class that day you will not be allowed to make-up those points, unless you have an excused absence. Material covered in lecture and the book are both fair game, make sure you take notes on the slides.

**Attendance:** Students who miss classes, exams, or other assignments as a consequence of their religious observance or for participation in a university activity will be provided a reasonable alternative opportunity, consistent with class attendance policies stated in the syllabus, to make up the missed work. It is the obligation of students to provide me, within the first two weeks of the semester, with the dates of major religious holidays on which they will be absent, and the dates for which they are requesting an excused absence for participation in any university-sponsored activity scheduled prior to the start of the semester, and as soon as possible otherwise. Students requesting an excused absence for participation in a university- sponsored activity must provide me a letter from a university official stating the dates and times that participation in the activity would result in the student missing class.

**Schedule of Classes:**

* Students are responsible for verifying their enrollment in this class.   
  Schedule adjustments should be made by the deadlines published in the Schedule of Classes
  + **1/28 last day to add classes**
  + **2/5 last day to drop classes**
  + **2/12-2/24 Student Self Withdrawl Period**
  + **2/25-3/30 Selective Withdrawl Period**
  + **3/9-3/15 Spring Break**
* After the last day to drop a class, withdrawing from this class requires the approval of the dean and is only allowed for nonacademic reasons. Undergraduate students may choose to exercise a selective withdrawal. See the Schedule of Classes for selective withdrawal procedures.

|  |  |  |
| --- | --- | --- |
| **Date** | **Class Topics** | **Assignments Due** |
| 1/22 | Syllabus Day/Intro | N/A |
| 1/29 | The Science of Psychology | Chapter 1 |
| 2/4 | The Biological Perspective | Chapter 2 |
| 2/12 | NO CLASS – EXAMP PREP |  |
| 2/19 | **EXAM 1** |  |
| 2/26 | Consciousness: Sleep, Dreams, Hypnosis, and Drugs | Chapter 4 |
| 3/5 | Consciousness: Sleep, Dreams, Hypnosis, and Drugs | Chapter 4; **Research Paper Due** |
| 3/13 | NO CLASS - SPRING BREAK |  |
| 3/27 | Memories | Chapter 5 |
| 4/3 | **EXAM 2** | Chapter 6 |
| 4/9 | Cognition | Chapter 7 |
| 4/16 | Cognition | Chapter 7; **Group Project Due** |
| 4/23 | Development Last Day of Class | Chapter 8 |
|  | Reading Days |  |
| 5/4 | **Final EXAM** | 7:00 a.m. |