

ABILENE CHRISTIAN UNIVERSITY
LIBRARY

M E M O R A N D U M

DATE: February 16, 2015
TO: Dr. Larry Norsworthy
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for Health Psychology

After reviewing the course application, the library is able to support the proposed course. Please contact your librarian liaison, Karen Hendrick, if additional library resources are needed to support the course. Thank you for the opportunity to evaluate the syllabus and course proposal.

February 12, 2015

Dr. L. A. Norworthy
Chambers Hall 210B
(325)674-2282
norsworthy@acu.edu

Re: Review of PSYC?: Health Psychology

Dear Dr. Norworthy,

Thank you for the submission of Health Psychology. I reviewed the syllabus based on the [ACU Syllabus Guidelines](#). Please check the attached checklist and make changes as needed.

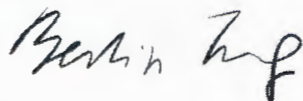
There are a number of items in the syllabus that are shown as "TBD", which is fine in some cases, but if you can, it would be better to provide tentative details as much as you can, especially the course number. You will also see that some items are missing as shown in the checklist. If possible, please consider adding them. For instance, the university syllabus guidelines require the inclusion of university, college and department missions.

Other than these, the syllabus is effective in communicating your requirements and expectations.

This letter is not meant to be a final approval in the course application process. Instead it is intended as a reference, which will be read by your department chair and members of the council, who may also have questions or comments of their own.

We would like to thank you for allowing the Adams Center team to review your course application. The instructional design team would love to work with you on your syllabus, as well as the design, development or revision of this and other courses. If there is anything else we can do to help you, please feel free to let me know.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Berlin Tuf". The signature is written in a cursive, flowing style.

ACU Syllabus Checklist

Revised on July 15, 2014 based on ACU New Course Application v10.5.

Course Title and Number

PSYC?: Health Psychol

Reviewer

Berlin Fang

Developer

Dr. L. A. Norworthy

About the course

- ☐ Course number and title
- ☒ Credit hours
- ☒ Semester and year
- ☐ Meeting time and place
- ☒ Prerequisites/co-requisites

About the instructor(s)

- ☒ Name and title or rank
- ☒ Office location
- ☒ Phone numbers
- ☒ Email address
- ☐ Office hours/contact expectations

Mission statements

- ☒ ACU mission statement
- ☐ College mission statement
- ☐ Department mission statement
- ☐ Personal mission statement (optional)

Unique Christian Perspective

Description of how learning and Christian faith are integrated in the course

Course Content

- ☒ Catalog description
- ☒ Intended audience
- ☒ Outline of topics

Teaching/Learning Methods and Format of Class Sessions

- ☒ Description of the types of activities students should expect in the course

Materials

- ☒ Required and optional materials, including textbooks, etc.

Learning Objectives/Competencies

- ☒ Specific competencies stated in measurable terms
- ☒ Assignments or instruments that will be used to assess the competencies.

Assessment/Grading Criteria

- ☒ Complete and accurate details of factors and elements that will comprise the final grade
- ☒ Weight or point value of all graded elements
- ☒ Grading scale with clear expectations for grades
- ☐ Extra credit opportunities (optional)

University Policies

- ☒ Special needs policy -ADA
- ☒ Academic integrity policy (recommended)
- ☐ Title IX policy (recommended)

Course Policies

Expectations and consequences regarding:

- ☒ Participation
- ☒ Attendance and tardiness
- ☐ Course specific academic integrity policy (optional)

Calendar

(Note: Calendar is not required for Course Application, but it must be included in all syllabi distributed to students.)

- ☒ Exam dates
- ☒ Assignments
- ☒ Due dates and other deadlines (and late assignment/exam policy)
- ☒ Schedule of readings and topics

Statement to reserve the right to modify the calendar as necessary

Any comments?