

## Checklist for Philosophy Faculty

At the beginning of each semester, for each course (not section) that you teach, use this checklist to review yourself, and then hand in your paper packet of these checklists to the Department. Your goal is to be able to check every item on the list.

your last name: \_\_\_\_\_

your course number: \_\_\_\_\_ (e.g., 101)

semester and year: **Spring 2012**

- 1. Syllabus states the course name, the semester, and the year.
- 2. Syllabus is posted online outside of SacCT and contains no broken hyperlinks.
- 3. The course requires periodic assessments such as tests, homework, essays, and a final exam; students are given adequate advance notice of these assessments.
- 4. Syllabus explains how grades are computed by stating a formula. (You might also consider mentioning in the syllabus how essays are graded, especially whether grammar errors reduce the grade.)
- 5. Syllabus includes the CSUS Catalog description of the course, including prerequisites.
- 6. Syllabus includes (or links to) a semester outline or chronology that indicates approximately how much time will be spent on major course topics, e.g., “Weeks 2 and 3: Utilitarianism.”
- 7. Syllabus indicates student outcome goals and objectives that can be assessed, e.g., “You will be able to describe the distinguishing characteristics of property dualism, functionalism, and the computational theory of mind.”
- 8. Syllabus specifies the information resources to be used by students, e.g., web pages and textbook, including its edition number.
- 9. The syllabus indicates the instructor's name, email address, phone number, office hours, and office building with room number.
- 10. Syllabus indicates accommodations for students with special needs, and expectations for those students. For example, “If you have a disability and require accommodations, you need to provide disability documentation to SSWD, Lassen Hall 1008, (916)278-6955. Please discuss your accommodation needs with me after class or during my office hours early in the semester.”
- 11. Syllabus contains a policy on student honesty and student cheating and/or contains a link to the university policy on cheating at <http://www.csus.edu/umannual/student/UMA00150.htm>
- 12. Either is not a GE course in area A3, or else is **Phil. 4** and meets all the GE Area A3 requirements at <http://www.csus.edu/acaf/Portfolios/GE/geareaA3.stm>
- 13. Either is not a GE course in area C, or else meets GE Area C requirements (not including writing) involving breadth plus social and ethnic diversity.
  - Area C1 courses (**Phil. 26**) meet the requirements at:  
<http://www.csus.edu/acaf/Portfolios/GE/geareaC1.stm>.
  - Area C2 courses (**Phil. 136**) meet the requirements at:  
<http://www.csus.edu/acaf/Portfolios/GE/geareaC2.stm>.
  - Area C3 courses (**Phil. 2, 6, 102, 112, 131**) meet the requirements at:  
<http://www.csus.edu/acaf/Portfolios/GE/geareaC3.stm>.
  - Area C4 courses (**Phil. 115, 117, 122, 145A, 145B**) meet the requirements at:  
<http://www.csus.edu/acaf/Portfolios/GE/geareaC4.stm>.
- 14. Either is not a GE course in area D, or else is **Phil. 101, 103, or 104** and meets GE Area D2 requirements (not including writing) at <http://www.csus.edu/acaf/Portfolios/GE/geareaD2.stm>.

The most relevant requirements are the following: “Includes *social science research methods*, theories, and concepts appropriate to analysis of each issue. Develops an understanding of and appreciation for the diversity of the human community. Presents the contributions and perspectives of women; persons from various ethnic, socio-economic, and religious groups, gays and lesbians; and persons with disabilities. [At least two of these groups should be included in the course.]”

- \_\_\_ 15. Either not a GE course in area E, or else is **Phil. 21 (Freshman Seminar) or 100** and meets GE Area E requirements (not including writing) at <http://www.csus.edu/acaf/Portfolios/GE/geareaE.stm>.
- \_\_\_ 16. Either is not **Phil. 100, 102, 103, 104, 122, 125, 131, or 136**, or is **one of these** and appropriately develops upper division G.E. writing skills described at <http://www.csus.edu/acaf/Portfolios/GE/gewritcrit.stm>. Here are the key sentences. “All upper division G.E. courses require a minimum of 1500 words of formal, graded writing. Preferably there should be more than one formal writing assignment and each writing assignment...should be due in stages throughout the semester to allow the writer to revise after receiving feedback from the instructor. Include an indication of how writing is to be evaluated and entered into course grade determination.”
- \_\_\_ 17. Either is not **Phil. 101, 112, 115, 117, 145A, or 145B**, or is **one of these** and appropriately develops writing intensive skills. The specific wording of the G.E. writing intensive requirement is at <http://www.csus.edu/acaf/Portfolios/GE/gewritint.stm>. Here are the key sentences. “The writing intensive course must build on the basic skills and knowledge acquired by students in their foundation courses in General Education or the Major. The course must expand students’ knowledge by examining complex issues. The course must expand students’ abilities to reason logically and to write clearly in prose. Students must be required to write not less than 5,000 words of clear and logical prose (not to include simple narrative or diary writing). Instructors must work actively with students to sharpen analytical abilities and to improve their writing styles. Writing assignments must be spread over the entire semester (with at least 3000 of the 5,000 words due before the last two weeks of instruction). Instructors must provide timely responses and evaluation of each writing assignment, and evaluations and comments must not only be about the subject matter content but also about writing skills.”

Explanatory comments about why one or more of the above items are unchecked:

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Once every five years, instructors will be asked to participate in the random sampling in which the Curriculum Committee collects all the course’s curriculum materials including syllabi, tests, homework and essay assignments (but not class handouts and readings).