

Helpful Hints for Political Science TAG Submissions

1. Provide a working syllabus which has been or could be submitted to students. This is the document we review most closely.
2. The syllabus should show the topics and readings covered during each week of the course, if not during each class meeting. Assignments (exams, papers, etc.) should also be listed and described where possible.
3. The books for the course should be clearly listed, including both author and title. If the course is using mainly articles and chapters from books, citations in the syllabus should be complete enough that we could find the book. (Some syllabi just list the author's last name and the first few words of the title; this is what we want to avoid.)

Advice for resubmissions of courses changing from quarter system to semesters:

1. If submitting the quarter-system syllabus, indicate the duration of the course (weeks; hours per week meeting time) and credit hours used in the past.
2. If substantial material will be added to extend the course to a semester, explain which topics will be extended or added under the semester system. A new semester syllabus would be nice, but not absolutely necessary.