

## **Helpful Hints/ Suggestions for Approval of Psychology TAG's**

Besides the usual directions on filling out forms, the psychology panel offers the following tips to make the approval process go more smoothly.

If the course has previously been approved in the quarter system, please note that and when it was approved. That will allow us to access our previous notes and facilitate the process. If the course is brand new (never been approved), note that as well.

The pre-requisite for all the courses is Introduction to Psychology. That should be noted in the paperwork, on the syllabus, and in the course description.

Use the TAG description of the course and the learning outcomes as a checklist for what content needs to be covered. This should be obvious to the reviewer from the syllabus – Attach a calendar with chapters covered, if possible, so the panel can assure coverage of the material.

Course text should be the latest edition of a standard, current college-level text. A list of readings or a readings book can be a supplement but cannot be the main resource or only text for the course.

Make sure the paperwork is accurate and that the proper syllabus is attached for that particular OAN.

If you have any questions or concerns, please feel free to contact members of the panel or the lead.