



Faculty Course Syllabus and Materials Review Form A

Academic Faculty

All PC and Mac users please note: This form must be opened using **Adobe Reader**; any forms opened/used in "Preview Mode" will not function properly.

Faculty: _____ **Discipline:** _____

Course: _____ **School:** _____

In accordance with evaluation procedures for instructional faculty, the instructor shall provide copies of a course syllabus for each course that the unit member is teaching during the semester of evaluation. The primary purpose of this review is to provide constructive feedback to faculty members regarding their course syllabi and materials. The following review also provides sample statements regarding college policies to assist faculty members in improving their syllabi. Instructors are expected to distribute the course syllabi to the students in their classes on the first day.

SYLLABUS:

Satisfactory	Needs Work	
<input type="checkbox"/>	<input type="checkbox"/>	Course description and objectives, either verbatim from the course outline or an abridged version that references the course outline.
<input type="checkbox"/>	<input type="checkbox"/>	Student Learning Outcomes stated.
<input type="checkbox"/>	<input type="checkbox"/>	Calendar of activities as applicable: topics, themes, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Calendar of examinations, field trips, project due dates, oral presentations as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Required and supplementary textbooks and necessary course materials.
<input type="checkbox"/>	<input type="checkbox"/>	Attendance and tardiness policy: Students are expected to attend every class meeting, to arrive on time and stay throughout the class period. Students may be dropped from class for excessive tardiness, for failure to attend class the first day or during the entire first week of the class, or if the total number of absences exceeds twice the number of hours the class meets per week.
<input type="checkbox"/>	<input type="checkbox"/>	Behavior/discipline requirements as deemed necessary (e.g. permission to tape lectures, personal electronic equipment).
<input type="checkbox"/>	<input type="checkbox"/>	Out-of-class assignment policy (e.g. homework, papers, field trips).
<input type="checkbox"/>	<input type="checkbox"/>	Method of evaluating student progress toward, and achievement of, course objectives, including method by which the final grade is determined
<input type="checkbox"/>	<input type="checkbox"/>	Faculty contact information: voice mail, SWC email, office hours and/or consultation availability, and appointment procedure
<input type="checkbox"/>	<input type="checkbox"/>	Disability Support Services (DSS) Accommodation Statement (please use verbatim): "Southwestern College recommends that students with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If a student believes they may have a disability and would like more information, they are encouraged to contact Disability Support Services (DSS) at (619) 482-6512 (voice), (619) 207-4480 (video phone), or email at DSS@swccd.edu . Alternate forms of this syllabus and other course materials are available upon request."

Satisfactory

Needs
Work

Plagiarism statement (please use verbatim): "Academic dishonesty of any type by a student provides grounds for: disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation."

Optional: Academic Success Center Referral (inclusion highly recommended, please use verbatim): "To further your success, reinforce concepts, and achieve the stated learning objectives for this course, I refer you to Academic Success Center learning assistance services. You will be automatically enrolled in NC 3: Supervised Tutoring, a free noncredit course that does not appear on your transcripts.

Services are located in the ASC (420), the Writing Center (420D), the Reading Center (420), Math Center (426), the Library/LRC Interdisciplinary Tutoring Lab, MESA, specialized on-campus School tutoring labs, the Higher Education Center, and the San Ysidro Education Center. Online learning materials and Online Writing Lab (OWL) are available at www.swccd.edu/owl.

Optional: Other information which advises students of requirements established by the instructor (or department) for meeting course objectives or deemed necessary to inform the students (e.g. hazardous materials in laboratory, availability of Student Support Services such as tutoring, Math Center, Writing Center, etc.)

Comments:

Evaluator Signature

Date

Faculty Signature

Date