



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**

Course description and objectives, either verbatim from the course outline or an abridged version that references the course outline.

Student Learning Outcomes stated.

Calendar of activities as applicable topics, themes, etc.

Calendar of examinations, field trips, project due dates, oral presentations as applicable.

Required and supplementary textbooks and necessary course materials.

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.

Behavior/discipline requirements as deemed necessary (e.g. permission to tape lectures, personal electronic equipment).

Out-of-class assignment policy (e.g. homework, papers, field trips).

Method of evaluating student progress toward, and achievement of, course objectives, including the criteria by which the final grade is determined, and method by which grades will be periodically updated and communicated to students throughout the term.

Faculty contact information: voice mail, SWC email, office hours and/or consultation availability, and appointment procedure.

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.”

Student Support Services Statement (please use verbatim): “Student support services are available both on campus and online. For a complete list of services, including the library, tutoring, and counseling, visit the [Student Services and Campus Resources](#) webpage. Free online tutoring is available to all currently enrolled Southwestern College students through SWC’s [Online Writing Lab \(OWL\)](#) and the [Western eTutoring Consortium](#). When you have questions about Canvas and online learning at SWC, the [Online Learning Center](#) is ready to assist you.”

Plagiarism statement (please use verbatim): “Academic dishonesty of any type of 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 and appropriate documentation.” Additional explanation specific to discipline or course may be added.

If Applicable:
(Leave blank if not applicable)

Other information which advises students of requirements established by the instructor or department for meeting course objectives or otherwise deemed necessary to inform the students.

If any portion of this class includes an online component, such as grading, it should primarily take place in the college-adopted Course Management System (CMS) to ensure student privacy and verify student identity. All online components of the class should be referenced in the syllabus to establish clear expectations for students.

Comments:

Evaluator Signature

Date

Faculty Signature

Date