



## **SYLLABUS REVIEW**

### **TO DEPARTMENT CHAIRS**

The Academic Senate has devised the following procedure to ensure that all syllabi at Cuyamaca College are coherent and comprehensive. This procedure was devised not to limit teachers' creativity but to protect teachers and the college. Syllabi are technically legal documents; that is, they will be the ultimate deciding point in any grievance proceeding.

Each semester all teachers will be required to submit to their department chairs copies of current syllabi for all their courses.

Following the suggested procedure will ensure that all syllabi will function properly.

### **PROCEDURE FOR DEPARTMENT CHAIRS (or their appointees)**

Collect syllabi from all teachers in your department, for all courses, at the end of the first week of classes.

By the end of the second week of classes, review the syllabi, noting items that need improvement on the Syllabus Review Checklist.

Keep approved syllabi on file.

Return syllabi with evaluation checklists to any teachers who need to make improvements, reminding teachers that they have one week to make corrections and return revised syllabi to you.

You may also refer instructors to the Syllabus Task Force for further information or suggestions.

When a syllabus is fully approved, have the teacher make new copies and distribute them to his or her students immediately.

File copies of all approved syllabi in the designated folder in the office of the Vice President of Instruction.

## **SYLLABUS REVIEW**

### **PROCEDURE—FOR SENATE CONSIDERATION**

The Academic Senate has devised the following procedure to ensure that all syllabi at Cuyamaca College are coherent and comprehensive. This procedure was devised not to limit teachers' creativity but to protect teachers and the college. Syllabi are technically legal documents; that is, they will be the ultimate deciding point in any grievance proceeding.

Each semester teachers will be required to submit to their department chairs a copy of the current syllabus for each course they teach.

Following the suggested procedure will ensure that all syllabi will function properly.

### **PROCEDURE FOR INSTRUCTORS**

Please use the attached Syllabus Review Checklist to ascertain that you have included all that ought to be included in your syllabi. Feel free to present the information in any format you want to (for example, you might combine such items as attendance and grading policies), but keep in mind that the information in capitals **MUST** be included in order that your syllabi be truly comprehensive, supplying all the information your students need.

Submit a copy of each of your syllabi to your department chair by the end of the first week of classes.

Within two weeks your department chair (or an appointee) will evaluate each syllabus using the Syllabus Review Checklist (please see attached).

If any syllabus needs improvement, your chair will notify you; otherwise, syllabi will be kept on file.

Items that need improvement will be noted on the Syllabus Review Checklist, and you will be allowed one week to make changes and return the revised syllabus to your chair for further review.

Once a revised syllabus has been approved, make new copies immediately, and distribute them to your students.

### **PROCEDURE FOR CHAIRS (or their appointees)**

Collect syllabi from all teachers in your department, for all courses, at the end of the first week of classes.

By the end of the second week of classes, review the syllabi, noting items that need improvement on the Syllabus Review Checklist.

Keep approved syllabi on file.

Return syllabi with evaluation checklists to any teachers who need to make improvements, reminding teachers that they have one week to make corrections and return revised syllabi to you.

You may also refer instructors to the Syllabus Task Force for further information or suggestions.

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## SYLLABUS REVIEW CHECKLIST

Needs  
attention

COLLEGE NAME / DEPARTMENT NAME

CLASS TITLE

SEMESTER / DATE

CLASS NUMBER / SECTION NUMBER

UNITS / ROOM NUMBER(S) / CLASS HOURS

INSTRUCTOR / OFFICE & OFFICE HOURS (if applicable) / PHONE

**COURSE DESCRIPTION** (See the official Course Outline and the Department Supplemental Course Outline)

■ State the length of the class (e.g., 16 weeks, 8 weeks, etc.).

■ Include major topics.

■ List SUGGESTED prerequisites (e.g., other college courses).

**PREREQUISITES** (official)

**COURSE OBJECTIVES** (See the official Departmental Supplemental Course Outline)

■ Describe the student audience for whom the course is intended.

■ Include learning objectives.

★ State your philosophy clearly.

### ASSIGNMENTS

■ List types of assignments (e.g., note-taking, reading, term papers, project-laboratory-studio exercises, LRC assignments, visits to off-campus sites, work experience).

■ Include the location and hours of operation of learning sites located outside the official class/laboratory/studio rooms.

★ State your philosophy clearly.

### METHODS OF EVALUATION

■ Describe the types of evaluation (e.g., quizzes, tests, term papers, lab/studio projects, performances, skill tests, student demonstrations).

### GRADING POLICY

■ State your grading policy with a clearly quantified scale (e.g., "'A' = 100-90%, 'A' = 480-500 points").

■ State final grade categories and percentages (e.g., "quizzes = 25% of the final grade").

■ State additional factors that may affect a student's grade (e.g., incorrect format).

■ Explain your late- and makeup- quiz, test, and assignment policies.

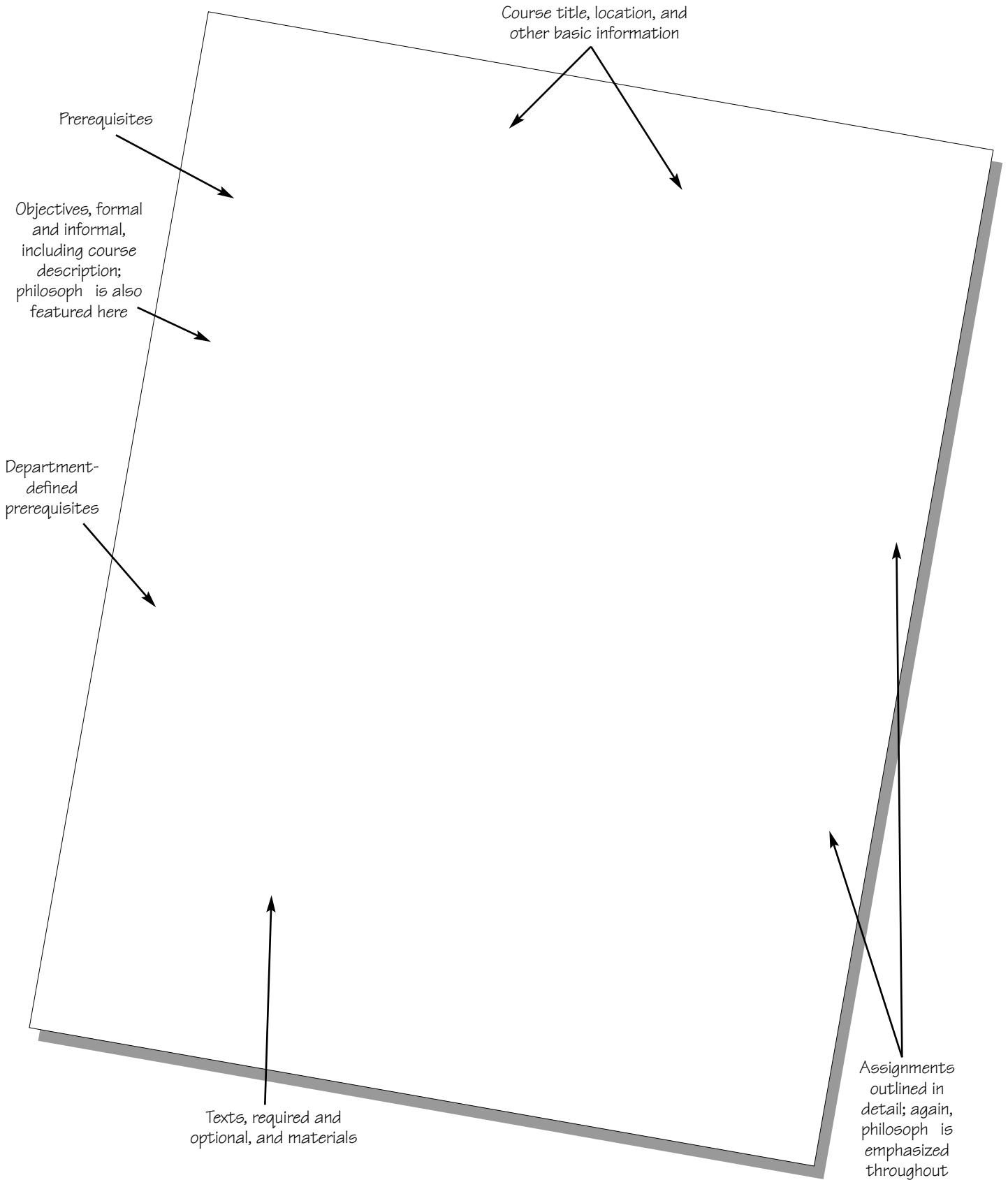
★ State your philosophy clearly.

## **SYLLABUS REVIEW CHECKLIST (continued)**

### **ATTENDANCE**

- State your policy on assignments missed due to late adds, tardiness, or absence, including information about how a student can make up quizzes, tests, and assignments.

# SAMPLE SYLLABUS



**SAMPLE SYLLABUS (continued)**

Assignments  
(continued)

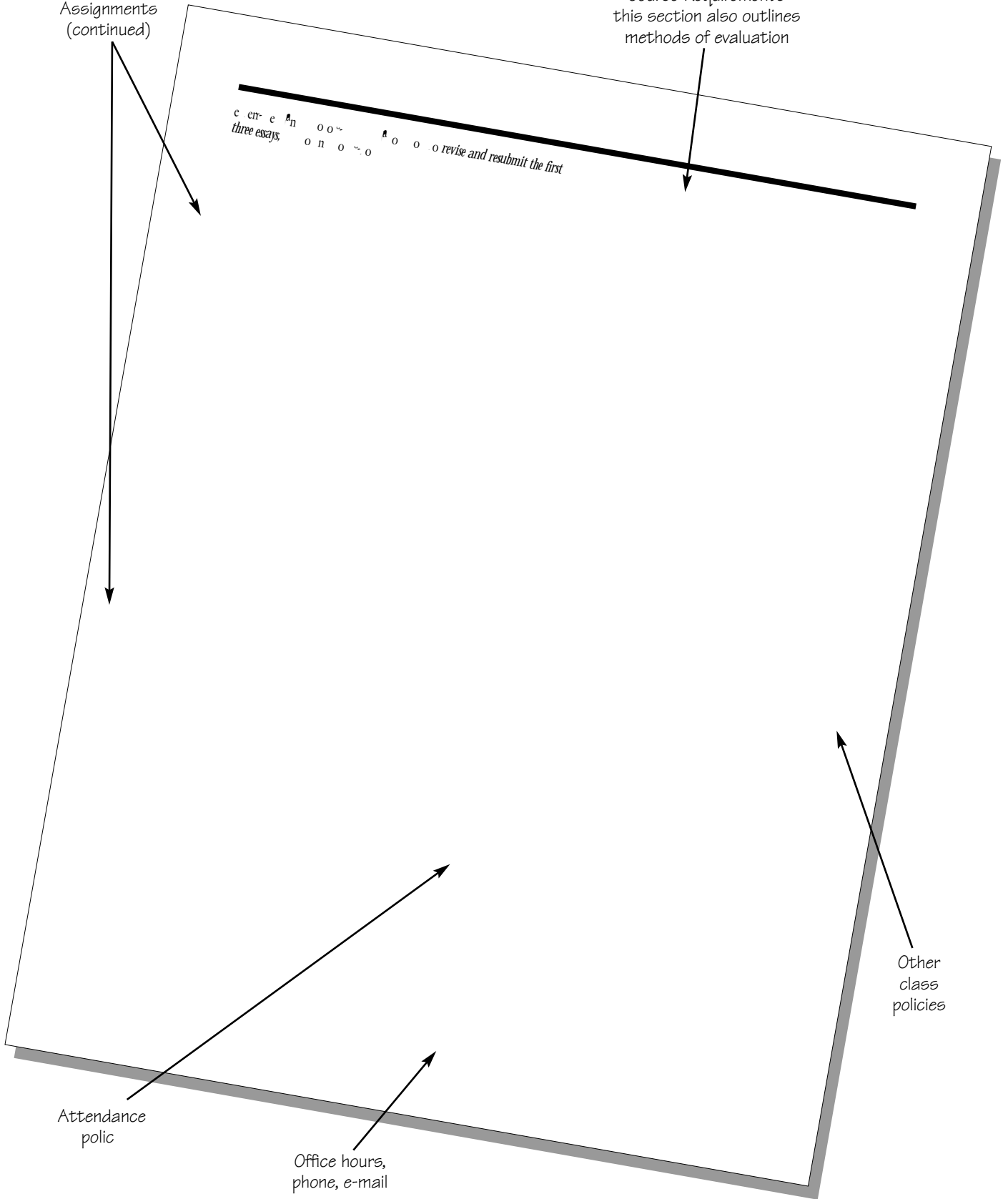
Grading polic ;  
in combination with  
"Course Requirements"  
this section also outlines  
methods of evaluation

e en e n o o ~  
three essays o n o ~ o A o o o revise and resubmit the first

Attendance  
polic

Office hours,  
phone, e-mail

Other  
class  
policies

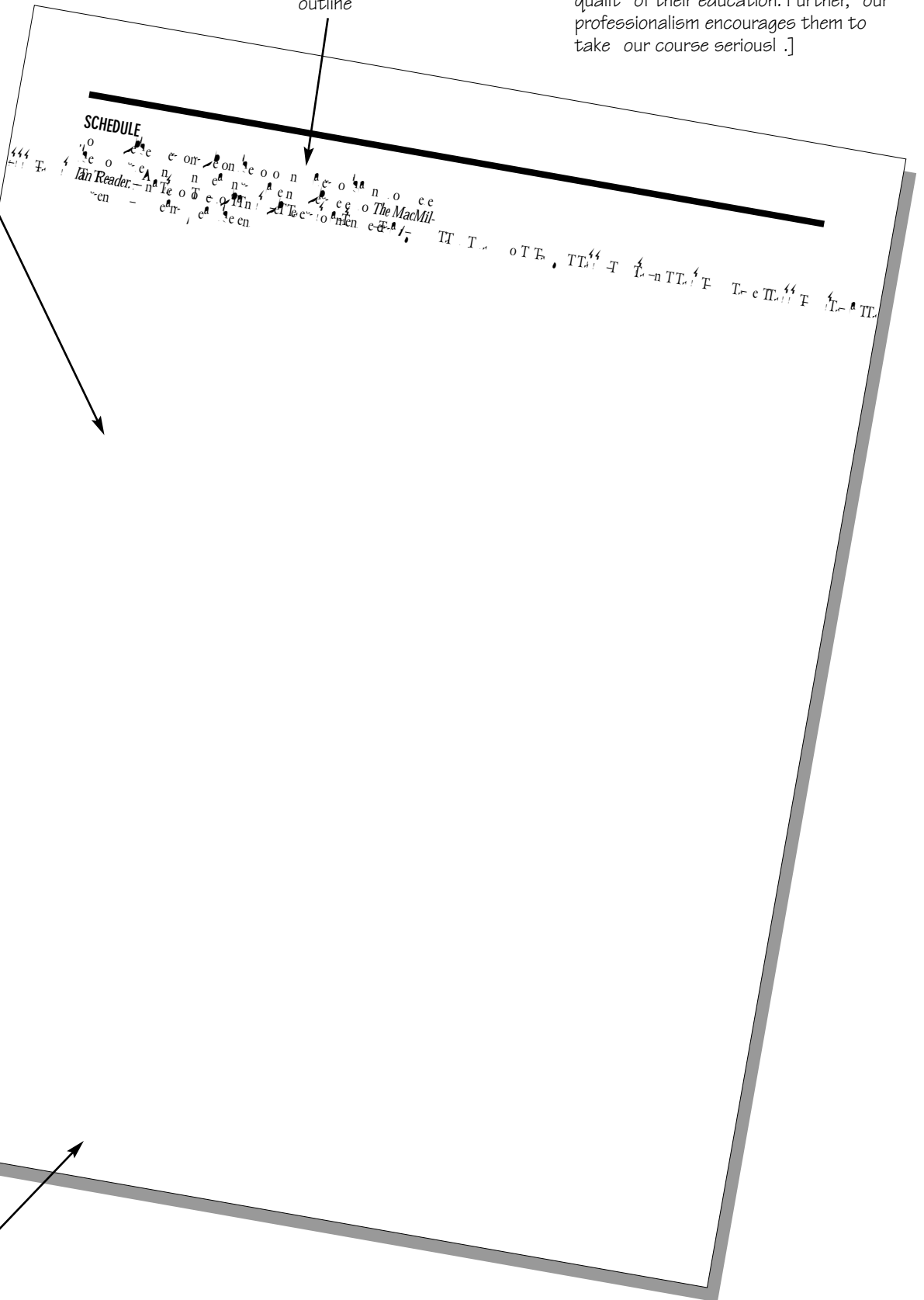


**SAMPLE SYLLABUS (continued)**

[Please note that the author of this syllabus has taken considerable pains to present it in a pleasing, easy-to-read graphic format. Good graphic design enhances students' perception of the quality of their education. Further, our professionalism encourages them to take our course seriously.]

Notice that admissions information is also included

Schedule and content outline



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