



## Faculty Course, Syllabus, and Materials Review Form O Academic Faculty Online Courses

**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/Center:**

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. This checklist also provides sample statements regarding college policies to assist faculty members in improving their syllabi, and the DEFT syllabus template is available for use but is not mandatory. Instructors are expected to provide the course syllabus to their students in a welcome letter sent before the class begins or within the college CMS by the first day of the semester.

### SYLLABUS:

Satisfactory

Needs  
Work

Faculty contact information: phone, SWC email, Canvas Inbox, campus/virtual office hours, and/or consultation availability and appointment procedure; preferred method of contact and response time stated.

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

Student Learning Outcomes: stated verbatim

Required and supplementary textbooks and course materials, including ISBNs if available

Attendance and participation policy (customized for course): "Attendance in an online course is determined by participation in academically-related activities. You will be considered present if there is evidence of your participation in course activities including, but not limited to, submitting an assignment, taking a test, participating in an online discussion, and working in a group. You will be considered absent if there is no evidence of your participation in the academic activities of this course. Students who do not complete the first online assignment or are absent for more than \_\_\_ hours (twice the number of hours indicated for the course in the College Catalog) may be dropped." (For clarity, instructors can convert hours to weeks based on duration of course.)

Instructor-related course policies, including instructor role detailing how Regular Effective Contact will be provided

Student-related course policies, including late work, netiquette, and behavior/conduct

Method of evaluating student progress toward, and achievement of, course objectives, including method by which the final grade is determined

Calendar of topics, activities, projects, and exams for the semester

Disability Support Services (DSS) Accommodation Statement (please use verbatim with link): “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](mailto:DSS@swccd.edu). Alternate forms of this syllabus and other course materials are available upon request.”

Student Support Services Statement (please use verbatim with links): “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 Blackboard/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 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 and appropriate documentation.” Additional explanation specific to discipline or course may be added.

**Optional:** 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

**COURSE:**

The online portion of this course, including grading, is primarily conducted in the college-adopted CMS in order to protect student privacy and verify student identity.

**Comments:**



\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date