

LOS ANGELES TRADE-TECHNICAL COLLEGE

Faculty Course Syllabus Evaluation Checklist

Instructor: _____ **Yr/Sem:** _____

Course: _____ **Evaluator:** _____

Discipline: _____

In accordance with evaluation procedures for instructional faculty, the instructor shall provide copies of a course syllabus **for each course** they are teaching during the semester/term 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 by the second meeting day. **Items in bold are recommended as required.**

SYLLABUS:

| | | |
|--------------|------------|------------------|
| Satisfactory | Needs Work | *Not on Syllabus |
|--------------|------------|------------------|

BASIC INFORMATION

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name of college, semester/term, year |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Course title/number, section number, and unit value |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pre-Requisites, co-requisites, and/or advisories for the course |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Course meeting times and location |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | How to contact instructor: in-person and/or online office hours and location; email address, URL, web page address, phone numbers, online chat hours and address, group mail list information (if used), optional contact information (cell phone, home email address, etc.), appointment procedures (if appointment required). |

COURSE DESCRIPTION

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <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"/> | <input type="checkbox"/> | Student learning objectives: what will students be expected to know or do at the end of course; what competencies, skills, knowledge will students be expected to demonstrate at the end of the course (if different from course objectives above). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading procedures: Method of evaluating student progress toward, and achievement of, course objectives including method by which the final grade is determined; describe how students will be graded (on a curve or absolute scale); clarify weighting of course components; explain policies regarding incompletes. Usually each instructor decides on a grading policy for a class but check with the department chair to determine whether there are also standard requirements for the course. |

(Optional) Classroom decorum policies: no eating, no cell phones, no reading of newspapers, no video games, no audio devices, etc; taping of lectures, etc.

Satisfactory Needs Work *Not on Syllabus

Attendance policies: attendance and tardiness policies (e.g., 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 exceed the twice the number of hours the class meets per week), missed/makeup exams, missed/makeup assignments, late assignments/extensions, reporting absences.

(Optional) **Rules of Conduct:** The LACCD has adopted 20 "Standards of Student Conduct." These are printed in the college catalog (see pages 15-16) so they do not need to be reprinted in the syllabi--but many instructors reference these standards.

(Optional) **Other policies:** class participation, extra credit opportunities, permissible and impermissible collaboration, standards for academic honesty including plagiarism statement.

(Optional) **Classroom Assessment:** methods in which students can give feedback during the semester (other than quizzes and exams) such as Classroom Assessment Techniques (refer to LATTTC Faculty/Staff Development webpage).

COURSE REQUIREMENTS

Exams and quizzes: how many and place, date, and time of final exam (the final exam schedule is located in the schedule of courses and on the college website at www.lattc.edu (the final exam must be given at the time that is indicated in the schedule-any deviations from the schedule must be approved by the Vice President of Academic Affairs in advance).

Assignments (including reports, projects, terms papers, etc.): provide general information on type, length, and due date; indicate how students are to turn in assignments (electronically, hard copy, etc.).

COURSE SCHEDULE

Calendar of activities: topics, themes, activities, etc. to be covered by day or week.

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

(Optional) **Key Admissions Dates:** last day to drop, last day to withdraw, etc. (these dates are located in the schedule of courses and on the college website at www.lattc.edu).

COURSE MATERIALS

Required and supplementary textbooks and necessary course materials: author, title, edition, availability (bookstore, online, in alternative formats). Usually each instructor decides on the textbooks and class materials for a class but check with the department chair to determine whether there department policies and standards.

(Optional) **Websites and links** pertaining to course content or supplementary information/resources.

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| Satisfactory | Needs Work | *Not on Syllabus |
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ACCOMODATIONS AND OTHER INFORMATION

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Disability Support Services (DSS) Accommodation Statement
 "Students with disabilities who need any assistance or accommodations should contact the instructor". The DSPS office is available to assist with accommodating a disabled student at x3733 and is located in E110.

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Disclaimer: syllabus/schedule subject to change.

(Optional) Academic Integrity: "Academic dishonesty of any type, such as cheating or knowingly furnishing false information, 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." For more information on the Standards of Student Conduct refer to the college catalog available in hardcopy and online at www.lattc.edu.

(Optional) Learning Skills Center Referral (inclusion highly recommended):

 "To further your success, reinforce concepts, and achieve the stated learning objectives for this course, I refer you to Learning Skills Center for learning assistance services. You will be automatically enrolled in Supervised Tutoring, a free noncredit course that does not appear on your transcripts. Services are located in C102.

(Optional) Statement on Academic Freedom: e.g., respect the rights of others to express their person points of view.

(Optional) Statement on Copyright Protection: for the contents of the course as appropriate.

(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 services such as tutoring, Math Center, Writing Center, EOPS, etc.).

(Optional) Tips for success, copies of past exams or model assignments/papers, glossaries of technical terms; links to appropriate support materials on web (e.g., style manuals, etc.).

Comments (all items marked as Not on Syllabus must be explained in comments - additional pages may be attached):