

Arts and Humanities Syllabus Check Report Pilot Project for Fall, 2009

The deans of the Academic Divisions have agreed to do a syllabus check once every two years. This fall of FY10 the Arts and Humanities did a pilot check and the results are below. The other divisions will do their syllabus check in the spring and provide a similar report of their findings.

Total Syllabi Evaluated = 321

Excellent (0-1 mistake) = 206 64%

Good (2 mistakes) = 68 21%

Fair (more than 2 mistakes) = 40 12%

All syllabi were returned with the check sheet attached.

All syllabi with mistakes were returned with notes on corrections for the errors.

A common mistake in the required category was not having the assessment statement.

Many did not have the section numbers on the syllabus.

A few people had updated the required information but still had references to old material within the syllabus like certain plays or the Mosaics project from 2007!

Some people had all the elements but they were within long narratives, so they were not easy to locate. We wrote notes asking them to be specific or simplify.

Attached is the Syllabus Checklist used in the Pilot Program.

Susan VanSchuyver
Dean of the Division of Arts and Humanities

Name: _____

Syllabus Check
Fall 2009

Please carefully look over the syllabus that you have been assigned. Mark whether it adequately includes the listed items. Some instructors use a generic syllabus with their own and they should have noted it on their self check which should be included with their syllabus. Items don't need to be repeated on their own syllabus if they are on the generic one. Please take that into consideration. Use the **Comments** column!

Required Information Items	Yes	No	Comments
Instructor's Name			
Telephone Number			
Email Address			
Office Location			
Office Hours			
Course Name			
Course Number			
Course Description as in the Catalog			
Course Competencies or Learning Objectives			
Required Texts and Other Materials			
Specific Attendance Policy			
Specific Statement of Grading Criteria			
ADA Requirements Statement			
Assessment Statement			
Recommended Information Items			
Section Number including Term			
Late Grade Policy (may be included in the Statement of Grading Criteria)			
Academic Integrity Policy			
Tentative Daily or Weekly Schedule or List of Major Assignments with Dates			
Special Department or Program Requirements if required			
Expectations or Class Rules			
Overall Considerations			
Attractive Overall Appearance			
Updated for the Appropriate Semester and Type of Class			

Further Comments: _____

Reviewer's Name _____ **Date** _____