



Williamsburg Technical College Syllabus Content Evaluation by Department Head

Course #: _____
Semester: _____
Instructor: _____
Department: _____

Does the syllabus addendum contain:

- | | |
|---|--------------------------|
| 1. Instructor's Name | <input type="checkbox"/> |
| 2. Faculty Contact Information | <input type="checkbox"/> |
| 3. Teaching philosophy/methods | <input type="checkbox"/> |
| 4. Specific evaluation methods | <input type="checkbox"/> |
| 5. Materials specific to Course Section | <input type="checkbox"/> |
| 6. Classroom policies (Attendance, tardiness, make-up tests etc.) | <input type="checkbox"/> |
| 7. Suggested additional readings if applicable | <input type="checkbox"/> |
| 8. Assignment schedule as applicable | <input type="checkbox"/> |
| 9. Last date to drop with a grade of "W" | <input type="checkbox"/> |
| 10. Revision date | <input type="checkbox"/> |

Department Head: _____ Date: _____

AVP Academic Affairs: _____ Date: _____