



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: _____