



Williamsburg Technical College Syllabus Content Evaluation by Department Head

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

Does the syllabus addendum contain:

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

Department Head: _____ Date: _____

AVP Academic Affairs: _____ Date: _____