

**Part-time Faculty
Peer/PC**

Course Syllabus Review

Instructor Name _____

Reviewer _____

Course _____

Date _____

This form contains descriptions that should be helpful in judging the instructional materials you are reviewing. Please indicate the extent to which you find evidence of each statement pertaining to course materials.

Evident = E

Not Evident = NE

Not Applicable = NA

COMPLETENESS (Does it have each of the following, if relevant?)

- _____ Course information
- _____ Instructor information
- _____ Information on course readings
- _____ Goals and objectives of course
- _____ Policies on grading, academic honesty, late work, absences, safety issues, accommodations for special needs
- _____ Calendar of class activities
- _____ Descriptions of assignments and dates due
- _____ Support services available
- _____ Use of technology

Comments and Suggestions

CLARITY OF COMMUNICATION

- _____ Is the syllabus clear?
- _____ Are rights, responsibilities, and consequences spelled out?
- _____ Is information internally consistent?
- _____ Consistent with department and college policy?
- _____ Course expectations are clearly identified?

Comments and Suggestions

APPROPRIATENESS OF TONE

- _____ Does the syllabus further rapport and respect between instructor and students?
- _____ Does it communicate a helpful, positive attitude?
- _____ Is it motivational, non-threatening?
- _____ Does it communicate the challenge of the course?

Comments and Suggestions

PROFESSIONAL APPEARANCE

- _____ Is it formatted well?
- _____ Are grammar and spelling correct?
- _____ Is it attractive?

Comments and Suggestions

FIT WITHIN THE CURRICULUM

- _____ Does this course reflect the current course outline?
- _____ Does the course fulfill expectations for the program content and process skills needed for subsequent courses?
- _____ Does it match course description and course outcomes?

Comments and Suggestions

LEVEL OF CHALLENGE

- _____ Does the course require students to do an appropriate amount of reading?

Comments and Suggestions

PACING

- _____ Is the course calendar realistic?
- _____ Has the instructor selected a reasonable amount of content for the time allotted?
- _____ Are the due dates for assignments distributed well?

Comments and Suggestions

TESTING AND GRADING

- _____ Do the students receive frequent feedback?
- _____ Are the grading policies fair and appropriate for the goals?

Comments and Suggestions

STUDENT-CENTEREDNESS

- _____ Is the instructor accessible?
- _____ Are other resources available to the student identified?
- _____ Do the activities show a concern for active student engagement?

Comments and Suggestions