Syllabus Review for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spring 2012

The syllabus is a rhetorical document that should provide students with clear course objectives, requirements, and policies. It should also give them a sense of their instructor, setting a serious yet welcoming tone. The purpose of the syllabus review is to ensure consistency among hundreds of sections of general education courses, communicate expectations and responsibilities, and provide support for general education faculty. It is also used to assess the strengths and weaknesses of the program, thereby directing the efforts of the lower division committee.

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| Comments: |

**BASICS**

\_\_\_\_\_ Instructor’s Name, Email, Phone, Office

\_\_\_\_\_ Course Name, Number, Day/Time/Place

\_\_\_\_\_ Office hours \_\_\_\_\_ # of hours

\_\_\_\_\_ Textbook/Reader \_\_\_\_\_ Handbook\*

\_\_\_\_\_ Course Description/Objectives

\_\_\_\_\_ Grading Scale (A through C-, F)

\_\_\_\_\_ Explanation of N grade

\_\_\_\_\_ 4 required essays +

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| Comments: |

 **WEEKLY SCHEDULE**

 \_\_\_\_\_ substantial reading requirement

 \_\_\_\_\_ workshops/peer review (English 1010)

 \_\_\_\_\_ library instruction (English 1020)

 \_\_\_\_\_ cancel class for individual conferences:

 1 week maximum

 \_\_\_\_\_ writing to learn activities

 \_\_\_\_\_ deadline for dropping with a W

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| Comments: |

**POLICIES**

\_\_\_\_\_ Attendance

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\_\_\_\_\_ Plagiarism Statement

\_\_\_\_\_ Disability Statement

\_\_\_\_\_ Lottery Scholarship

\_\_\_\_\_ Writing Center

\_\_\_\_\_\* Please advise students to keep their

 handbook for future reference

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| Comments: |

 **PRESENTATION**

 \_\_\_\_ Visually effective

 \_\_\_\_ Appropriate and consistent tone