

Adapted from the Department of Psychology

**DEPARTMENT OF [Name] PEER COURSE EVALUATION-Syllabus Review**

Instructor \_\_\_\_\_ Course \_\_\_\_\_

Date \_\_\_\_\_ Evaluators \_\_\_\_\_

A group of faculty that teach similar courses will meet and review at least one syllabus from each member of the group. The goal of the discussion is to evaluate and improve one’s teaching by sharing approaches to the content and teaching methods of one’s course. The following structure is suggested as one approach to a syllabus review discussion. The course syllabus should include (some items taken from the College of the Sciences Policy Manual):

	<i>Syllabus element</i>
	Basics: Course title, number of credits, meeting hour and days, final examination date, holidays, instructor name, phone number, and office hours.
	Texts and other required and optional instructional materials e.g., optional readings, publisher’s web sites, videos, CDs, computer software, multimedia tutorials; etc.
	A statement of the purpose of the course.
	A list of clear and appropriate student learning objectives and how each will be assessed.
	A schedule of examination and assignment dates and other dates. If dates will be determined during the quarter and announced in class, this should be stated.
	A clear statement of how the course grade will be determined, including the effect, if any, of factors such as attendance, quality of contribution to class discussion, etc.
	A description of the makeup examination policy.
	A description of the consequences of proscribed behavior.
	An ADA statement following this wording or something similar: “Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of options. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email <a href="mailto:ds@cwu.edu">ds@cwu.edu</a> for more information.”
	A policy on diversity similar to: “University-level education is about broadening horizons and looking at academic issues from a variety of perspectives. With this in mind, the participants in this class are encouraged to bring their own life experiences and viewpoints to bear on classroom discussions and assignments. Along with the freedom to express one's own views comes the responsibility to respect the views of others. No student will be discriminated against on the basis of race, ethnicity, age, creed, religion, gender, sexual orientation, marital status, or political ideology.”
	Statement of relevant professional standards ([list appropriate accrediting agencies]) covered in the course, in appropriate courses.

Additional questions for the reviewers:

- Are course materials current and appropriate for meeting the learning objectives?
- Are course materials at an appropriate level of difficulty?

- Is the course well designed to meet the learning objectives?
- If electronic communication is used, is its use appropriate for the learning objectives and course level?
- Consider other elements of a typical syllabus (See list below).

Comments:

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