

SYLLABUS REVIEW FORM: Semester [] and year []

Instructions:

Below is a list of basic items that should be included on a syllabus. The following items need to be checked. You may add any items and/or information to your syllabus.

Please submit the following information and your syllabus to the secretary of Economics Department and the chairperson on the 1st day of each semester.

Course Contents and Materials

Instructor's Information

Instructor's name: _____

Campus office address: _____

Phone number: _____

Email address: _____

Office hours: _____

Textbook Information

Site course [] Online course []

Text book[s]:

Name: _____

Publisher: _____

Author[s]: _____

Published year: _____

ISBN numbers: _____

Basic Contents and Materials [5 elements]

You may add any items and/or information to your syllabus.

1] Course prerequisites:

2] Additional reading materials:

3] Course objectives:

4] Learning objectives:

5] Course Description:

Course Content and Material [6 elements]

You may add any items and/or information to your syllabus.

1] Class policies: attendance, late submission, and make-up quiz/test/homework:

2] Class policies: mid and final examinations:

3] Evaluation and grading methods:

4] Schedule of topics and chapters of the textbook:

5] Academic integrity codes:

6] Support/assistance for students with disabilities: