EPY 9000 Rubric for Evaluating Syllabi

Content	Beginning Status	Almost Meets Requirements	Satisfies Requirements	Beyond Requirements
Course Information: course #, title, computer #, semester, prerequisites	Multiple pieces of course information are missing	Minor course information is missing or needs clarification	All required information is included and clearly organized and presented	Unusually effective presentation of course information
Contact Information: name, office location, phone number, email address, office hours	Multiple pieces of contact information are missing	Minor contact information is missing or needs clarification	All required information is included and clearly organized and presented	Unusually effective presentation of contact information
Student Learning Outcomes: In terms of student behavior, active verbs, appropriate learning levels, content and conditions	Learning outcomes lack one or more of the required components or are too few to cover the course content	Outcomes contain all components may lack clear description of students behavior or be limited in addressing content, skills, or learning level	Outcomes contain required components, cover course content, and address deep learning and application of skills	Outcomes are unusually effective in addressing deep learning, and application of content and skills
Requirements/Assignments instructions for completing each assignment, handling of late assignments,	Assignments address some, but not all learning outcomes	Assignments and outcomes are aligned but assignments may lack frequency, relevance or authencity	All outcomes are aligned with multiple relevant and authentic assignments and requirements	Requirements & assignments are unusually effective in promoting student learning and retention
Grading: Rubrics for grading, how grades will be determined, whether & how participation and/or attendance count towards the grade,	Connections between outcomes, assignments & grading is lacking or unclear, e.g., rubrics are missing	Minor confusion or lack of clarity about defining student performance on rubrics or computation of grades	All rubrics and grading information are complete and appropriate.	Unusually effective and clear rubrics and description of grading policies, e.g., defining how participation points are determined
Attendance Policy—reference official policy	Attendance statement is missing	Statement present but needs to be clarified	Statement is present and clear	Unusually effective framing or rationale for attendance policy
Students with Disabilities Statement	Statement on students with disabilities is missing	Statement present but needs to be clarified	Statement is present and clear	Unusually effective framing addressing issues related to disabilities
Academic Honesty Statement	Statement on academic honesty is missing	Statement present but needs to be clarified	Statement is present and clear	Unusually effective framing of the statement, e.g., elaboration of plagiarism
Course Schedule: Due dates in bold on course schedule	Schedule is incomplete or inaccurate	Minor error or missing information on schedule	All information on schedule is complete and accurate	Unusually effective in communicating schedule
This statement: The course syllabus provides a general plan for the course; deviations may be necessary	Statement is missing	Statement present but needs to be clarified	Statement is present and clear	Unusually effective framing of the statement