

Center for Professional Studies & Extended Campus Programs: Undergraduate Course Syllabus Rubric **Date of Review:**

Instructor:	Program:
Course Dates:	Campus Partner

Rating Scale: 3= Target; provides clear, well-written explanation 2= Acceptable; includes minimum explanation 1= Needs work; may be missing crucial elements; provides weak explanation						
Category	1	2	3	Comments		
Syllabus Heading:						
<ul style="list-style-type: none"> Identifies the course with the course number, title of course, credit hours, semester/days/times. If times vary, detailed list of days and times are included. 						
<ul style="list-style-type: none"> Identifies instructor's name, title and contact information. 						
<ul style="list-style-type: none"> Identifies number of class meetings and contact hours. 						
A. Course Description:						
<ul style="list-style-type: none"> Provides course description from catalog, if applicable. Includes paragraph narrative overview. 						
B. Materials/Texts:						
<ul style="list-style-type: none"> Includes texts that are REQUIRED for the course. 						
C. Course Goals/Learning Objectives:						
<ul style="list-style-type: none"> Lists precisely what the students will learn by taking this course, as defined by the instructor. 						
D. Instructional Strategies/Methodology:						
<ul style="list-style-type: none"> How material will be taught, relates teaching approach to learning outcomes. 						
<ul style="list-style-type: none"> Identifies technology initiatives. 						
E. Course Requirements:						
<ul style="list-style-type: none"> Defines student assignments in detail. 						
<ul style="list-style-type: none"> Includes purpose for assignment/test. 						
<ul style="list-style-type: none"> Includes detailed information about final projects/exams. 						
F. Evaluation/Grading Policy						
<ul style="list-style-type: none"> Identifies percentage grading for assignments. 						
<ul style="list-style-type: none"> Includes undergraduate grading scale. Notes the percentage or point system used to grade. 						
<ul style="list-style-type: none"> Provides policy on late assignments and attendance. 						
I. Course Content/Topical Outline/Course Format:						
<ul style="list-style-type: none"> Chronological list of topics to be covered. 						
<ul style="list-style-type: none"> Units of work identified so students can prepare in advance. Reading assignments with page nos. provided. 						

<ul style="list-style-type: none"> Due dates for activities and assignments are listed (if possible). 				
J. Reading/Resource List:				
<ul style="list-style-type: none"> Lists all additional texts and resources that are considered supplemental. 				
<ul style="list-style-type: none"> Includes information about links to the Fitchburg State library, Academic Integrity Policy and a disability services statement. 				

Additional Comments:

Revision 1 – Date	Revision 2 - Date	Revision 3 - Date	Revision 4 - Date	Approved Date

Reviewer: Lisa Moison, Ed. D. _____ Date _____

Academic Dean’s Comments/Revisions Date Approved:	