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

Instructor:	Program:
Course Dates:	Campus Partner/CPS Program:

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:				
• 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.				
• Identifies instructor's name, title and contact information.				
• Identifies number of class meetings and contact hours.				
A. Course Description:				
• Provides course description from catalog, if applicable. Includes paragraph narrative overview.				
B. Materials/Texts:				
• Includes texts that are REQUIRED for the course. Text(s) is current (**within 5 years in most cases**).				
• Uses full bibliographical citations (in APA format) for all reading materials (author, date, text, place of publication, publisher). Fitchburg State Library Guide (Click on "APA Citation Style")				
C. Learning Outcomes/Objectives:				
• Lists precisely what the students will learn by taking this course. Is written in learner-centered, measurable terms.				
• Includes elements which express how students will acquire content knowledge, as well as comprehend, apply, analyze, synthesize and evaluate material.				
• Characterizes the outcomes in unambiguous terms, using active verbs.				
• Aligns to the MA Curriculum Frameworks, when appropriate.				
• Aligns to Education Unit Conceptual Framework.				
D. Instructional Strategies/Methodology:				
• How material will be taught, relates teaching approach to learning outcomes.				
• Evidence that diversity of methodology is included.				
• Identifies technology initiatives.				
E. Course Requirements:				
• Defines student assignments in detail.				
• Includes purpose for assignment/test. Refers to outcomes.				
• Clarifies cognitive skills necessary for success.				

• Detailed information included for research papers including number of pages, citations, citation style, etc.			
F. Field-Based Requirements (if applicable)			
• Describe field-based requirements (include diversity definition, nature of population, and how role leads to leadership skills)			
G. and H. Evaluation/Grading Policy			
• Identifies percentage grading for assignments. Participation does not exceed 10% of grade.			
• Includes undergraduate/graduate grading scale. Notes the percentage or point system used to grade.			
• Provides policy on late assignments.			
• Provides rubric(s) for assignment assessment.			
I. Course Content/Topical Outline/Course Format:			
• Chronological list of topics to be covered.			
• Units of work identified so students can prepare in advance. Reading assignments with page nos. provided.			
• Due dates for activities and assignments are listed.			
J. Reading/Resource List:			
• Lists all additional texts and resources that are considered supplemental.			
• Includes information about links to the Fitchburg State library.			

Additional Comments:

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

Reviewer_____   **Date** _____

Updated May 10, 2013.   To accompany syllabus template revised 2013.   For Education Courses.