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

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

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| --- | --- | --- | --- | --- |
| **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. |  |  |  |
| 1. **Course Description:** |  |  |  |  |
| * Provides course description from catalog, if applicable. Includes paragraph narrative overview. |  |  |  |
| 1. **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](http://fitchburgstate.libguides.com/content.php?pid=21551&sid=153168) (Click on "APA Citation Style") |  |  |  |
| 1. **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. |  |  |  |
| 1. **Instructional Strategies/Methodology:** |  |  |  |  |
| * How material will be taught, relates teaching approach to learning outcomes. |  |  |  |
| * Evidence that diversity of methodology is included. |  |  |  |
| * Identifies technology initiatives. |  |  |  |
| 1. **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. |  |  |  |
| 1. **Field-Based Requirements (if applicable)** | | | |  |
| * Describe field-based requirements (include diversity definition, nature of population, and how role leads to leadership skills) |  |  |  |  |
| 1. **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. |  |  |  |  |
| 1. **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. |  |  |  |
| 1. **Reading/Resource List:** |  |  |  |  |
| * Lists all additional texts and resources that are considered supplemental. |  |  |  |
| * Includes information about links to the Fitchburg State library. |  |  |  |

**Additional Comments:**

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| **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.*