

Rubric for Your Online Syllabus Assignment

Alicia Advanced Level History

	Syllabus contains:	Inadequate (0 point)	Marginal (1 point)	Excellent (2 points)	Points Earned	Note	
1	Course outline written by week/module/unit/chapter, etc.	Outline is vague, may contain general information, or no outline exists	Outline is written by week/unit and includes topical information, chapters covered, and associated assignments	Outline is presented as a resource that includes topics, chapters, assignments, discussion postings, and deadlines	2		
2	Course policies and procedures	Policies or procedures exist with little information, or no policies exist	General course policies are stated, procedures are stated	Policies are detailed and are accompanied by procedures for things such as submitting assignments, taking exams, etc.	1	journal entry = discussion. it's unclear how the group project (assigned group? Self selected topic? Etc.), essay, and other assignments will be carried out in this course. Don't forget to include course policy for ADA, late work and incomplete.	
3	Student responsibilities and participation	No expectations stated.	Some expectations provided, expectations are broad rather than focused	Detailed explanation of student responsibilities is provided, guidelines for participation in course are provided.	2		
4	Attendance/participation	No mention of attendance/participation	Brief statement about attendance/participation is included. Expectations for students are listed, such as participation in discussion or chat sessions.	Clear expectations including directions for graded course communication; explanation of the importance of participation in an online course. Methods of participation are described (e.g., chat, discussion, email, etc.)	1	No explanation of the importance of participation in an online course	
5	Criteria for Quality and Quantity of discussion / participation is included	Quantity is not specified or is generally specified (e.g., "Post often to the discussion board"), and only brief mention of quality of responses.	Notes that Number of expected postings/chats/emails is provided, but Quality and communication etiquette may be mentioned but not explained.	Number of expected postings/chats/emails is provided, and the quantity of communication is tied to quality expectations. Expected quality of communication is explained in detail, including a rubric explaining how points will be awarded.	2		
6	Expectations for instructor are listed	No expectations for instructor listed	Mentions that instructor will respond to email and/or discussion postings	States expected turnaround time for instructor to respond to emails, discussion postings, and grading assignments; lists virtual office hours or hours instructor is available by telephone	2		
7	Etiquette	No mention of etiquette	Brief statement of etiquette or professionalism is included	Etiquette for chat, discussion, and/or email is explained in detail including penalties for violations, personal attacks, etc.	2		
8	Criteria for evaluation (grading policy and scale)	Point scale is given for assignments	Point scale and overall grading scale are present	Point scale is given for course work, rubrics are provided for grading assignments, and overall grading scale is explained.	1.5	no rubrics for the group project and essay assignments.	
TOTAL:						13.5	Does the course title really have the "unit 1" in there? Don't forget to include the basic course description on the syllabus. For CMU courses, you can find it from the master syllabus on the CMU academic senate website. Course syllabus is not only the blueprint of a course; it also helps set expectations and build common understandings between the instructor and students.