

Syllabus Rubric (from Queens College Online Course Evaluation Guidelines)

Item	Criteria	Strong	Satisfactory	Needs Improvement	Comments/ Suggestions
Instructor	The instructor has included name, email, website, phone, and online office hours. Synchronous and asynchronous availability are clearly stated and include response times for various communication tools such as email.				
Course	<p>Complete course information, such as course name, number, current semester/year, credit hours, prerequisites and Pathways designation can be easily found.</p> <p>The course description includes how the course will be offered: synchronous/asynchronous or both.</p> <p>Course goals/learning outcomes are included. For Pathways courses, <u>Pathways learning outcomes</u> are included.</p> <p>Textbook information and/or access to electronic course materials, course readings, & technology requirements are included.</p> <p>The expected time for students to be online versus studying and/or preparing for assignments is stated.</p>				

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Policies	<p>Policies include the grading scheme, participation requirements, deadlines, late assignment/make-ups, and anti-harassment.</p> <p>Information on CUNY’s Academic Integrity policy is included and linked in the syllabus.</p> <p>Accommodations for students with disabilities with the office contact information is included.</p>				
Course schedule	<p>The schedule includes module/unit dates, content, assignments, and due dates.</p>				
	<p>The schedule includes a statement that the instructor can make changes to the syllabus and the students will be notified in writing of such changes.</p>				
Technology Requirements	<p>Any required software and technologies have been identified and resources and instructions to learn software and tech tools have been provided.</p> <p>A clear means of access to course materials (links, pdfs, purchases) is included. If needed, links to plugins or applications are included; links to external sites open in a new browser window and all links function.</p> <p>Contact information to technical support services have been provided.</p>				