

Nova Southeastern University
Fischler School of Education and Human Services Curriculum Committee
Rubric for Assessing Proposed Syllabi

Directions: Use this rubric in combination with the FSEHS Syllabus Template to insure that the syllabus meets various program requirements as noted in the template. Place a check mark in the appropriate gradations of quality column for each criterion. Make brief comments in the space provided for a criterion. Additional comments may be made on the back of the form.

Gradations of Quality Key:

- **Target (T)** – The syllabus meets the criterion listed.
- **Not Yet (NY)** – The syllabus needs further development for the criterion listed. Comments may be provided to give the author(s) direction.
- **Missing (M)** – The syllabus does not address the criterion listed. Further work is needed.
- **Not Applicable (NA)** – The syllabus criterion does not apply to the program for which the syllabus was written.

| Course Prefix & Number | Course Title | Course Developer | Program Title | Date Approved by Initial Curriculum Committee |
|------------------------|--------------|------------------|---------------|---|
| | | | | |

| Criteria – Gradations of Quality | T | N Y | M | N A | Comments |
|--|---|-----|---|-----|----------|
| NSU/FSEHS header | | | | | |
| I. Course prefix, number, title & # of credits | | | | | |
| II. Faculty | | | | | |
| A. Instructor (This section is to be completed by the instructor.) | | | | | |
| 1. Listing for | | | | | |
| a. Name (Leave blank.) | | | | | |
| b. NSU email (Leave blank.) | | | | | |
| c. Telephone (Leave blank.) | | | | | |
| d. Address (Leave blank.) | | | | | |
| e. Fax (Leave blank.) | | | | | |
| f. Office hours (Leave blank.) | | | | | |
| 2. Statement of contact for questions | | | | | |
| B. Professor | | | | | |
| 1. Listing for | | | | | |
| a. Name (followed by degree, e.g., Ed. D.) | | | | | |
| b. Email (_____@nsu.nova.edu) | | | | | |
| c. Telephone (local and toll-free numbers) | | | | | |
| d. Fax number | | | | | |
| e. Office address | | | | | |
| f. Professor's Web site | | | | | |
| 2. Statement of contact for questions | | | | | |
| 3. Note about syllabus consistency | | | | | |
| III. Course Description | | | | | |
| A. Catalog course description | | | | | |
| B. Course rationale | | | | | |
| IV. Course Objectives/Learning Outcomes | | | | | |
| A. Course objectives are written in measurable terms | | | | | |
| B. Include appropriate standards | | | | | |
| 1. Standards linked to objectives | | | | | |
| 2. Key to standards referenced | | | | | |
| V. Required Materials | | | | | |
| A. Course texts listed in APA format | | | | | |
| B. Required form/style texts | | | | | |
| C. Statement regarding checking textbook list | | | | | |

| Criteria – Gradations of Quality | T | N Y | M | N A | Comments |
|---|----------|------------|----------|------------|-----------------|
| VI. Calendar of Weekly Assignments | | | | | |
| A. Primary methods of instruction | | | | | |
| B. Week with modifications as needed | | | | | |
| C. Topics | | | | | |
| D. Class activities and assignments | | | | | |
| VII. Description of Assignments and Their Rubrics | | | | | |
| A. Assignment descriptions | | | | | |
| B. Corresponding objectives | | | | | |
| C. Corresponding standards | | | | | |
| D. Corresponding rubrics attached (here or in appendix) with criteria & gradations of quality | | | | | |
| VIII. Standards | | | | | |
| A. Web links to standards for specialization | | | | | |
| IX. Class Policies | | | | | |
| A. Attendance [100% attendance; may be modified as per template] | | | | | |
| B. Plagiarism Policy [Insert policy for appropriate program from template] | | | | | |
| C. Writing Across the Curriculum [Insert policy from template] | | | | | |
| D. Americans with Disabilities Act [Insert policy as per template] | | | | | |
| E. Last Day to Withdraw from Course [Insert policy for appropriate program from template] | | | | | |
| F. Course/Instructor Evaluation [Insert policy from template] | | | | | |
| X. Grading Criteria | | | | | |
| A. Grading Rubrics General rubric inserted here | | | | | |
| B. Grading Scale [Select appropriate grading scale for degree level] | | | | | |
| C. Course Assignments and Percentage of Final Grade [May be altered to fit course format] | | | | | |
| D. Portfolio artifact information for GTEP & UTEP | | | | | |
| XI. List of Suggested Resources | | | | | |
| A. Books & articles listed in APA format | | | | | |
| B. List of journal titles related to the specialization | | | | | |
| C. Web sites in APA format | | | | | |

Additional Comments:

Review completed by: _____

Date: _____