Course Syllabus Rubric

Your Course Syllabus can be printed for distribution or posted on your Canvas page. If you are choosing to post syllabi information on Canvas, please email a copy of the pages for your administrator. All syllabi are due to your supervising administrator no later than 8/13/14 by 2pm.

Instructor: _____   **Course:**_____

Ranking:
1 = Needs work; may be missing crucial elements; provides weak explanation.
2 = Acceptable; includes minimum explanation.
3 = Target; provides clear, well-written explanation.

Category	✓	✓	✓	COMMENTS
✓ **Syllabus Heading:** ✓ Identifies the course, with name of department/program, course number, title of course ✓ Identifies instructor's name, title, team, and contact information (e.g., school phone numbers, email, tutoring hours, location).				
✓ **Course Description & Outline** ✓ Lists chronologically the topics to be covered OR provide link to course curriculum map so that students can prepare in advance. ✓ Provides reading assignments (text, page numbers) where applicable. ✓ Provides dates/outline of when major projects/assignments are due, if possible. ✓ Includes explanation of how material will be taught (relating teaching approach to desired effect (refer to Marzano Framework). ✓ State alignment to Florida Standards or NGSSS.				
✓ **Materials / Texts:** ✓ Includes print/online texts that are REQUIRED for the course. ✓ Lists any supplemental reading materials that will be read by the student ✓ Lists supplies necessary for your course.				
✓ **Classroom Expectations/Discipline Plan:** ✓ Please add classroom expectations (what constitutes a Tardy in your classroom…being inside the room, being seated) ✓ Feel free to include links to the RRMS webpage http://rrms.pasco.k12.fl.us or Pasco County Student Code of Conduct http://www.pasco.k12.fl.us/ssps/conduct/				
✓ **Evaluation / Grading Policy** ✓ Describes in detail how students are to be graded (e.g., classwork (30%); journal entries (15%), tests (30%); etc. ✓ Calculation of grades achieved is limited to academics. ✓ Notes the percentage or point system used to weigh the final grade (A 90%, B 80%, C 70%, D 60%, and F). ✓ States RRMS Summative Assessment policy: 70% Mastery of material or re-testing, with procedure to re-test.				
✓ **Other:** ✓ Describes policy on late assignments. ✓ Describes Pasco County Academic Integrity policy (see Student Code of Conduct) ✓ Extra credit & Participation grades shall be limited to work demonstrating mastery only (non-examples include unused bathroom passes, donation of school supplies, or behavior).				
✓ **Resources List:** ✓ Includes information about the Media Center, Academic Lunch and any additional supports available for students. ✓ Cites team tutoring opportunities/schedule. ✓ Highlights teacher Canvas or webpages. ✓ Includes links to eSembler, Remind101 if applicable. ✓ Includes links to RRMS Social Media sites: Twitter: RRMSRoyalKnight, Facebook: RRMS Royal Knights, Instagram: RRMSRoyalKnight				

Signature _____   **Date**_____

7/23/2014