

## 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
<ul style="list-style-type: none"> <li>✓ <b>Syllabus Heading:</b></li> <li>✓ Identifies the course, with name of department/program, course number, title of course</li> <li>✓ Identifies instructor's name, title, team, and contact information (e.g., school phone numbers, email, tutoring hours, location).</li> </ul>				
<ul style="list-style-type: none"> <li>✓ <b>Course Description &amp; Outline</b></li> <li>✓ Lists chronologically the topics to be covered OR provide link to course curriculum map so that students can prepare in advance.</li> <li>✓ Provides reading assignments (text, page numbers) where applicable.</li> <li>✓ Provides dates/outline of when major projects/assignments are due, if possible.</li> <li>✓ Includes explanation of how material will be taught, relating teaching approach to desired effect (refer to Marzano's Framework).</li> <li>✓ State alignment to Florida Standards or NGSSS.</li> </ul>				
<ul style="list-style-type: none"> <li>✓ <b>Materials / Texts:</b></li> <li>✓ Includes print/online texts that are REQUIRED for the course.</li> <li>✓ Lists any supplemental reading materials that will be read by the student.</li> <li>✓ Lists supplies necessary for your course.</li> </ul>				
<ul style="list-style-type: none"> <li>✓ <b>Classroom Expectations/Discipline Plan:</b></li> <li>✓ Please add classroom expectations (what constitutes a Tardy in your classroom...being inside the room, being seated)</li> <li>✓ Feel free to include links to the RRMS webpage <a href="http://rrms.pasco.k12.fl.us">http://rrms.pasco.k12.fl.us</a> &amp; Pasco County Student Code of Conduct <a href="http://www.pasco.k12.fl.us/ssps/conduct/">http://www.pasco.k12.fl.us/ssps/conduct/</a></li> </ul>				
<ul style="list-style-type: none"> <li>✓ <b>Evaluation / Grading Policy:</b></li> <li>✓ Describes in detail how students are to be graded (e.g., classwork (30%); journal entries (15%), tests (30%); etc.).</li> <li>✓ Calculation of grades achieved are related only to academics.</li> <li>✓ Notes the percentage or point system used to weigh the final grade (A 90%, B 80%, C 70%, D 60%, and F).</li> <li>✓ States RRMS Summative Assessment policy: 70% Mastery of material or re-testing, with procedure to re-test.</li> </ul>				
<ul style="list-style-type: none"> <li>✓ <b>Other:</b></li> <li>✓ Describes policy on late assignments.</li> <li>✓ Describes Pasco County Academic Integrity policy (see Student Code of Conduct)</li> <li>✓ Extra credit &amp; Participation grades shall be limited to work demonstrating mastery only (non-examples include unused bathroom passes, donation of school supplies, or behavior).</li> </ul>				
<ul style="list-style-type: none"> <li>✓ <b>Resources List:</b></li> <li>✓ Includes information about the Media Center, Academic Lunch and any additional supports available for students.</li> <li>✓ Cites team tutoring opportunities/schedule.</li> <li>✓ Highlights teacher Canvas or webpages.</li> <li>✓ Includes links to eSembler, Remind101 if applicable.</li> <li>✓ Includes links to RRMS Social Media sites: Twitter: <a href="#">RRMSRoyalKnight</a>, Facebook: <a href="#">RRMS Royal Knights</a>, Instagram: <a href="#">RRMSRoyalKnight</a></li> </ul>				

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_