

Date _____

Red Lake Nation College Syllabus Evaluation

Course _____

Instructor _____

Requirement	Poor	Fair	Good	Excellent
Course Information: <ul style="list-style-type: none"> • Identifies the course, course number, title of course, credit hours, semester/days/times (e.g., Fall, 2005, T/Th 5-7:30 PM) • Identifies instructor's name, title and contact information (e.g., phone/email/office hours/location) 				
Comments:				
Materials / Texts: Includes texts that are REQUIRED for the course with all information about title, author, and student ISBN #				
Comments:				
Course Description: <ul style="list-style-type: none"> • Provides paragraph narrative overview using official course description • Describes pre-requisites • Includes category fulfillment information 				
Comments:				
Learning Objectives/Outcomes: <ul style="list-style-type: none"> • Lists precisely what the students will learn by taking this course • Includes elements which express how students will acquire content knowledge, as well as comprehend, apply, analyze, synthesize and evaluate material (Bloom's Taxonomy) • Includes at least two of each 				
Comments:				
Assignment Detail: <ul style="list-style-type: none"> • Provides an assignment name and description for each assignment allocated points in the course • If required to complete research project/paper, includes information about page numbers, number of citations, citation style, key questions, etc. • Provides rubric for assignment assessment 				
Comments:				

Evaluation / Grading: <ul style="list-style-type: none"> • Describes in detail how students are to be graded • Lists each assignment with the allotted points and percentage of total grade (e.g., research paper: 50 points (30%); journal entries: 25 points (15%), tests: 20 points (30%); etc.) • Notes the percentage or point system used to weigh the final grade (A, B, C, and F) 				
Comments:				
Rubrics: <ul style="list-style-type: none"> • Assessment/evaluation techniques are clearly defined • An example rubric for each assignment is included in the syllabus (or indicates that rubrics will be provided when the assignment is distributed, such as midterm and final exams) • The rubric clearly conveys expectations of the assignment and possible points for each expectation 				
Comments:				
Course Calendar / Course Format: <ul style="list-style-type: none"> • Lists chronologically the topics to be covered during each course meeting • Provides reading assignments (text, page numbers) and due dates for those assignments, where applicable • Clearly states dates when activities/assignments are due • Provides clear explanation of what dates on the calendar refer to (i.e. Are the required readings listed on a specific day going to be discussed that day or are they required readings homework to do after that class?) 				
Comments:				
Contingency Plan: <ul style="list-style-type: none"> • Includes a plan regarding what students can expect in the event of an instructor absence • Clearly states policy regarding class cancellation 				
Comments:				
Course Design/Portal <ul style="list-style-type: none"> • If instructor indicates elements of the student portal, this information matches what is on the student portal • If there is indication in the syllabus that assignments are available on the student portal, these assignments can be easily located and understood 				
Comments:				
Other: <ul style="list-style-type: none"> • Clearly states policy regarding late assignments • Clearly states policy regarding exam schedule (if applicable) • Clearly states policy regarding plagiarism • Clearly states policy regarding attendance, with expectations and consequences • Clearly states policy regarding laptop and cell phone use in class 				

<ul style="list-style-type: none">• Clearly states policy regarding incomplete grades• Clearly states policy regarding student tardiness• Syllabus is free of spelling and grammatical errors• Syllabus sets a positive and respectful tone for the course• Includes Disability Act statement				
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Comments: