

Rubric for Syllabi

<i>Included and Complete</i>	<i>Included but Incomplete</i>	<i>Not Discussed</i>	
			Includes relevant information including course name, number, and faculty information.
			Includes information on prerequisites which should speak to the student's ability and aptitude to take a course via distance learning.
			Includes information on required materials which should address need to access the internet, etc.
			Includes information on how to access the online course content.
			Includes information on how the course is being assessed and grading system.
			Should state whether the course is hybrid or fully online Includes course schedule which details dates and times course material is due to be turned in.
			Include relevant information concerning academic integrity that applied to online learning (less focus on how a student is expected to behave in the classroom and more about what is expected of an online student).
			Should state the course delivery method: hybrid or online. This should be clearly discussed in the syllabus. Students turning in a paper online or a few discussion board posts doesn't qualify as online unless portions of the in-class meetings are replaced with this.