



Evaluating the Syllabus Scale Format

Penn State Faculty Senate Syllabus Requirements

	yes	no
Detailed explanation of grading provided		
Comment:		
Examination policy explained (evening exam schedule, if necessary)		
Comment:		
Academic Integrity Statement included		
Comment:		
Syllabus subject to change statement included		
Comment:		

Penn State Faculty Senate Recommendations

	yes	no
Disability Statement included		
Comment:		

Clarity and Tone

Syllabus is clear	1	2	3	4	NA
Comment:					
Format of the syllabus is clear and consistent throughout	1	2	3	4	NA
Comment:					
The syllabus is free of spelling and grammatical errors	1	2	3	4	NA
Comment:					
Syllabus sets a positive and respectful tone for the class	1	2	3	4	NA
Comment:					
Rights and responsibilities of both students and faculty are clearly defined	1	2	3	4	NA
Comment:					
Communication (student-student; faculty-student) is encouraged	1	2	3	4	NA
Comment:					
Active and collaborative learning is encouraged	1	2	3	4	NA
Comment:					
Course objectives are correctly written and clearly expressed	1	2	3	4	NA
Comment:					
Teaching methods are clearly defined	1	2	3	4	NA
Comment:					

Course Policies

Syllabus clearly describes grading policies	1	2	3	4	NA
Comment:					
Weighting of exams and projects is clearly defined	1	2	3	4	NA
Comment:					
Policies for missed exams and assignments are clearly addressed	1	2	3	4	NA
Comment:					
Attendance requirements and lateness policies are clearly articulated (if appropriate)	1	2	3	4	NA
Comment:					
Lab policies are clearly defined (if appropriate)	1	2	3	4	NA
Comment:					
Assessment/evaluation techniques are defined	1	2	3	4	NA
Comment:					
	1	2	3	4	NA
Comment:					
	1	2	3	4	NA
Comment:					

Course Characteristics

Content and skills described are realistic for an academic course at this level	1	2	3	4	NA
Comment:					
Course schedule and pace is realistic	1	2	3	4	NA
Comment:					
Requirements for the course are clearly articulated	1	2	3	4	NA
Comment:					
Supplementary materials and course resources are clearly identified	1	2	3	4	NA
Comment:					
	1	2	3	4	NA
Comment:					
	1	2	3	4	NA
Comment:					
	1	2	3	4	NA
Comment:					