Universal Design for Learning: A Rubric for Evaluating Your Course Syllabus

A well-designed syllabus offers more than the instructor's contact information and a course outline. It also provides information about course goals and objectives, grading procedures, support services, and course policies regarding class participation, missed examinations, late assignments, and academic integrity. ~Howard University

Elements	Traditional Syllabus	Enhanced Syllabus	Exemplary Syllabus
Instructor Information	Syllabus provides a single way to way to contact instructor for student questions or concerns	Syllabus offers varied ways to contact instructor for student questions or concerns.	Syllabus offers varied ways to contact instructor for student questions or concerns and provides brief overview of instructor
Textbooks	Syllabus lists required and recommended textbooks.	Syllabus lists required and recommended textbooks with information about where they can be purchased. Short statement provided as to why the textbook was selected.	Syllabus lists required and recommended textbooks with information about where they can be purchased. Electronic equivalent provided or texts ordered early to ensure timely conversion in an alternative format. Short statement provided as to why the textbook was selected.
Course Assignments (explanation)	Syllabus identifies all learning objectives, course requirements/ assignments, and appropriate due dates.	Syllabus identifies and explains all learning objectives, course requirements/ assignments, and appropriate due dates.	Syllabus clearly explains and links all learning objectives, course requirements/assignments, and appropriate due dates.
Course Assignments (examples)	Syllabus provides information on how to complete major course projects, activities or papers	Syllabus provides detailed guidance on how to complete major course projects, activities or papers.	Syllabus provides detailed guidance on how to complete major course projects, activities or papers and offers links to examples and illustrations as appropriate.
Course Assignments (submission)	Syllabus requires students to submit course assignments in	Syllabus allows for specific students to submit course	Syllabus provides multiple ways for all students to submit

	a single or specific way.	assignments in alternative formats with prior instructor approval.	course assignments.
Course Assignments (grading)	Syllabus stipulates grading criteria for all course requirements.	Syllabus stipulates grading criteria for all course requirements and offers detail on items requiring further clarification.	Syllabus stipulates grading criteria for all course requirements and offers detail on items requiring further clarification and links to instructor grading rubrics.
Course Calendar	Syllabus has no or minimal information in calendar form.	Syllabus utilizes a course calendar to specify due dates for course activities.	Syllabus and Learning Management System (LMS) utilize a course calendar to specify and periodically reinforce due dates, highlighting key course events and activities.
Student Resources	Syllabus contains no information about student-oriented campus resources	Syllabus contains general information about student-oriented campus resources.	Syllabus contains general information about student-oriented campus resources and highlights specific additional resources that may be unique to this course.
Format (length)	Syllabus provides basic information in a few pages.	Syllabus contains all course information, guidance, and examples, but may be cumbersome for some to navigate.	Syllabus is carefully crafted to provide sufficient information and guidance yet clearly links to additional resources and examples avoiding a text heavy document
Format (accessible)	Syllabus is offered in hardcopy form on the first day of class.	Syllabus is made available in hardcopy and electronically upon student request.	Syllabus is made available to students as an accessible electronic document and hardcopy form.
Format (visible)	Syllabus is offered in hardcopy form on the first day of class	Syllabus is offered in multiple ways so students can access information as needed throughout the course.	Syllabus is offered and posted in multiple ways so students can access information easily and repeatedly. Key items are periodically reviewed.