

KINGSBOROUGH CENTER FOR e-LEARNING | Portfolio Evaluation Rubric

Criteria	1	2	3
<p>Syllabus contains the following 9 elements: <i>college catalog information</i> (course description hours, credits, pre/co-requisites), <i>student learning outcomes</i>, <i>required materials/books</i>, <i>instructor contact information and office hours</i>, <i>topical outline</i> (week by week), <i>description of assignments</i>, <i>grading policy</i>, <i>attendance policy</i>, <i>academic dishonesty policy</i></p>	Less than five of the required elements are found in the syllabus	Only five to eight of the required nine elements are found in the syllabus.	All nine elements are included in the syllabus.
Assignment Samples	Course assignments do not address the learning outcomes.	Course assignment(s) address the learning outcome(s).	Course assignment(s) address the learning outcome(s), and are engaging for students.
Samples of student work of varying levels of performance	No student work is included in the portfolio.	The portfolio documents student work but not at varied levels of performance	The portfolio documents student work at varied levels of performance
Instructor response to student work	Responses are not clear, supportive, nor do they help the student identify areas where they can improve.	Responses are clear but do not help students identify areas where they can improve.	Responses are clear, supportive, and help the student identify areas where they can improve.
Reflective statement	No reflective statement is included in the portfolio	The reflective statement reviews the course but does not indicate what the instructor learned when they piloted their course	The reflective statement thoroughly reviews the aspects of the course and what the instructor learned when they piloted their course.