

Syllabus Function	Syllabus Uses	Scores			
		4	3	2	1
Administrative Tool	Documenting Individual Teaching Competency	The syllabus clearly reflects the instructor's teaching style, values, and professionalism. It conveys their identity as an educator, their attitudes toward students, and their approach to learning. The document is engaging and well-structured, with a welcoming energy for students.	The syllabus provides insight into the instructor's teaching style but may not fully reveal their values or attitudes toward students. At times the syllabus lacks a sense of professionalism, however the tone is generally welcoming and clear.	The syllabus is neutral or impersonal, making it difficult to discern the instructor's teaching style, values, or attitudes towards students.	The syllabus does not effectively document the instructor's teaching competency. It lacks clarity, personalization, and/or a sense of professionalism. It may contain harmful biases or an offputting tone.
	Representing Planned Curriculum	The syllabus presents a clear, well-organized overview of the course structure, learning activities, and assessments. It effectively communicates the course's rigor and aligns with university standards, making it useful for administrative evaluation and course equivalency.	The syllabus outlines the planned curriculum with sufficient detail but may lack some clarity or depth in demonstrating rigor. It generally meets university standards.	The syllabus provides a basic overview of the course but lacks coherence or enough detail for it to be used as an effective equivalence tool. The syllabus may also not fully align with university standards.	The syllabus fails to represent the planned curriculum effectively. It lacks structure, omits key details on learning activities or assessments, and/or does not communicate course expectations clearly.
	Serving as a Permanent Record	The syllabus clearly identifies the course credits, topics covered, and major assessments. It provides enough detail to verify learning outcomes and compare courses across institutions.	The syllabus includes most necessary elements for serving as a permanent record but may lack some details, such as precise credit hour justification or full topic coverage.	The syllabus provides a limited record of the course, with missing or vague information that could make it difficult to determine content coverage, such as only including the course textbook.	The syllabus does not serve as a reliable permanent record. It lacks essential details about credits, course content, or assessments, making it unusable for documentation purposes.