

Syllabus Function	Syllabus Uses	Scores			
		4	3	2	1
Learning Tool	Communication and Planning	The syllabus is clear, well-organized, and easy to navigate. It provides a detailed schedule, assignment descriptions, and expectations, ensuring students can effectively plan their coursework.	The syllabus is mostly clear and organized, with a schedule and/or assignment details, though some aspects may need minor clarification.	The syllabus includes basic course details but lacks clarity in scheduling and/or expectations, making planning ahead for students difficult.	The syllabus is unclear, disorganized, and/or missing essential details, making it difficult for students to understand expectations or plan ahead.
	Establishing a Contract	The syllabus clearly defines course policies, grading criteria, and responsibilities for both students and instructors. If policies/responsibilities are not followed, consequences are clear.	The syllabus outlines course policies and grading criteria with some clarity, though a few areas may be vague or open to interpretation.	The syllabus mentions policies and grading but lacks clarity or consistency, leading to potential confusion.	The syllabus does not adequately define policies or grading criteria, leaving students uncertain about expectations and consequences.
	Socializing Students	The syllabus actively fosters a sense of community in the field by encouraging interaction, collaboration, and engagement through discussions, group work, or student support resources.	The syllabus includes some elements that promote interaction and/or student engagement with the field, but they are not emphasized.	The syllabus minimally addresses/discusses student interaction or departmental expectations, with social elements feeling like an afterthought.	The syllabus does not encourage student interaction or engagement and is void of any opportunity to build or foster a strong learning community.