

## RPCC Online Course Internal Review Rubric

<b>Master Course Name &amp; Number:</b>		<b>Instructor Name:</b>	
<b>Format:</b> (Online or Hybrid)		<b>Review Semester:</b>	

**All criteria on this review must be MET for a course to pass this review.**

1. Comments/recommendations **will be given** by the reviewers for all criteria.
2. Recommendations will cite evidence from the course and provide helpful feedback to the Faculty member who submitted the course.

### Course Welcome/Introduction

Criteria	Met/Not Met	Comments/Recommendations
Instructor welcomes students to the course and gives instructions for navigating course content		
Instructor provides a detailed and organized course schedule		
Instructor introduces him or herself and provides contact information		

### Syllabus Must Include

Criteria	Met/Not Met	Comments/Recommendations
Syllabus explicitly states learning objectives on which the course is based		
Syllabus explicitly states assessments which determine overall course grade		
Syllabus mentions the course policies for all students in the course		

### Grade Assessment through Gradebooks and Rubrics

Criteria	Met/Not Met	Comments/Recommendations
Instructor provides grading criteria and evaluates student mastery of information		
Instructor gives detailed instructions for submitting the assignments during the semester		
Instructor gives detailed instructions for each assignment		

### Appropriately Posted Course Materials

Criteria	Met/Not Met	Comments/Recommendations
Instructor posts materials which are applicable to stated objectives		
Instructor provides the student with extra supplemental materials or a method to obtain them		
Instructor has designed an easily navigated, organized course		

### Interactions with Students

Criteria	Met/Not Met	Comments/Recommendations
Instructor communicates with students using announcements and/or emails		
Instructor facilitates student-to-student interaction		
Instructor facilitates student-to-content interaction (formats of material, quizzes, assignments, etc.)		

### Course Alignment

Criteria	Met/Not Met	Comments/Recommendations
The course learning objectives, or course/program competencies, describe outcomes that are measurable. (Quality Matters Standard 2.1)		
The module/unit learning objectives or competencies describe outcomes that are measurable and consistent with the course-level objectives or competencies. (Quality Matters Standard 2.2)		
The assessments measure the stated learning objectives or competencies. (Quality Matters Standard 3.1)		
The instructional materials contribute to the achievement of the stated course and module/unit learning objectives or competencies. (Quality Matters Standard 4.1)		
The learning activities promote the achievement of the stated learning objectives or competencies. (Quality Matters Standard 5.1)		
The tools used in the course support the learning objectives. (Quality Matters Standard 6.1)		

Additional Reviewer Comments: