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 Name of Material Reviewed Payroll Acctg (Cape Cod)

**Syllabus, Course and/or Module Evaluation Rubric**

**1: Evident; 0: Not Evident; N/A = Not applicable**

**A. Syllabus**

<b>A1</b>	Syllabus includes basic elements of the course (e.g., course title, credits, goals/objectives, learning outcomes, pre-requisites, course description)	0	1
<b>A2</b>	Course outcomes are clearly stated and aligned to occupational focus and industry standards.	0	1
<b>A3</b>	Course texts (required and optional) are listed on syllabus; supplementary materials and resources are provided if appropriate.	0	1
<b>A4</b>	Evidence of capstone assessment (licensure, industry certification, capstone project or TSA)	0	1
<b>A5</b>	Assessment methods, grading policies and scale, and/or other student measurement practices are described within the syllabus.	0	1
<b>A6</b>	The Course Outline/Schedule includes major topics, and activities.	0	1

**Comments:**

The syllabus is very brief and has very few of the items mentioned.

**1: Evident; 0: Not Evident; N/A = Not applicable**

**B. Learner Objectives & Interaction**

<b>B1</b>	The course learning objectives are measurable.	0	1
<b>B2</b>	Learning objectives are stated clearly and easily understood from the student's perspective.	0	1
<b>B3</b>	The learning objectives are appropriately designed for the level of the course.	0	1

Comments:

Learning outcomes are written very clearly and are easily understood.

1: Evident; 0: Not Evident; N/A = Not applicable

**C. Instructional Design**

C1	The course organization and design is clear, coherent, and structured in an appropriate way.	0	1
C2	Concepts and skills build logically and purposefully throughout the course, with transitions to support development and understanding from skill to skill.	0	1

Comments:

No design is offered to the course.

1: Evident; 0: Not Evident; N/A = Not applicable

**D. Instructional Materials**

Specify which module or lab reviewed

D1	The instructional materials contribute to the achievement of the stated course objectives.	0	1
D2	The materials meet/reflect current industry practices and standards.	0	1
D3	The instructional materials are current.	0	1
D4	The learning activities and/or labs promote the achievement of the stated learning objectives.	0	1
D5	Learning activities and/or labs provide opportunities for interaction that support active learning.	0	1
D6	The module design organizes the course into stages of introduction, development, and assessment.	0	1
D7	The module includes learning objectives, activities, and all classroom materials for each session.	0	1

N/A  
N/A  
N/A  
N/A  
N/A

Comments:

No Instructional Materials or learning activities are included.

1: Evident; 0: Not Evident; N/A = Not applicable

**E. Assessment & Measurement**

<b>E1</b>	The types of assessments selected measure the stated learning objectives and are consistent with module activities and resources.	0	1
<b>E2</b>	The assessment instruments selected are varied and appropriate to the student work being assessed.	0	1

Comments:

Syllabus does not detail assessment / measurement.

1: Evident; 0: Not Evident; N/A = Not applicable

**F. Innovative or Enhanced Strategies**

<b>F1</b>	Program/course/module reflects design or strategies that accelerate the time to completion.	0	1
	Program/course/module design or enhancements increase accessibility for lower-skilled students (e.g. those assessed at "pre-college" levels for English or math).	0	1
<b>F2</b>	Program/course/module design or enhancements are designed to improve retention and completion for adult learners. support the adult learner.	0	1
<b>TOTAL</b>			

Is this program, course or module foundational, intermediate or advanced in terms of preparing students for employment in the specified industry? Please elaborate.

Advanced. Course is designed to go in depth into payroll and students who complete the course would be well prepared given learning outcomes.

Overall Comments:

would like to see more detail to give a more in-depth review of course.