

KING SAUD UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION

Rubric for Evaluating a Course Specification

Faculty Member name:	Course Specification Evaluated:
Course Dates (Semester and Year):	Program of Study:

Rating Scale:

P = Needs more efforts, may be important elements missing, weak explanation provided

A = Acceptable; includes minimum explanation only

G = Meets the expectation/Target; provides clear and well-written explanation

Category of Specifics Evaluated

a) Syllabus Heading:	P	A	G	Evaluator's Comments
<ul style="list-style-type: none"> • Identifies the course with the course number, title of course, credit hours, and semester/days/times. If times vary, detailed list of days and times are included. 	0 – 1 .0	1.1 – 2.0	2.1 – 3.0	
<ul style="list-style-type: none"> • Identifies instructor's name, title and contact information; and identifies number of class meetings and contact hours. 	0 – 1 .0	1.1 – 2.0	2.1 – 3.0	
b) Course Description:	P	A	G	Evaluator's Comments
<ul style="list-style-type: none"> • Provides course description from program brochure or as per the approved official document. 	0 – 1 .0	1.1 – 2.0	2.1 – 3.0	

c) Textbook and Reading List:	P	A	G	Evaluator's Comments
<ul style="list-style-type: none"> Information about Required textbook(s) is included for the course. Textbook is published within 5 years). AND Includes information about Databases and links to the King Saud University library (both physical and virtual resources). 	0 – 2 .0	2.1 – 4.0	4.1 – 6.0	
<ul style="list-style-type: none"> Lists all additional texts and resources that are considered supplemental. AND Uses full bibliographical citations (in APA or appropriate format) for all reading materials (author, date, text, place of publication, publisher). 	0 – 1 .0	1.1 – 2.0	2.1 – 3.0	
d) Course Learning Objectives/Outcomes:	P	A	G	Evaluator's Comments
<ul style="list-style-type: none"> Lists precisely what the students will learn by taking this course in the form of Course Learning Objectives (CLOs). AND The CLOs are written in student-centered, measurable terms, and characterizes the outcomes in unambiguous terms, using active verbs. 	0 – 3 .0	3.1 – 6.0	6.1 – 9.0	
<ul style="list-style-type: none"> Aligns the Course Specification National Qualifications Framework (NQF), if applicable. AND Clarifies Knowledge, cognitive, interpersonal, and numerical technical skills necessary for success (as required by NCAAA). 	0 – 2 .0	2.1 – 4.0	4.1 – 6.0	
<ul style="list-style-type: none"> Chronological list of topics to be covered. AND A weekly schedule of course content coverage has been provided. 	0 – 2 .0	2.1 – 4.0	4.1 – 6.0	
e) Assessment Plan for Measuring Student Learning:	P	A	G	Evaluator's Comments
<ul style="list-style-type: none"> Lists the planned assessments for the course in detail with specific weight/grade. 	0 – 1 .0	1.1 – 2.0	2.1 – 3.0	
<ul style="list-style-type: none"> Includes detailed information about Assignment, Research papers, 	0 – 1 .0	1.1 – 2.0	2.1 – 3.0	

Reports, etc., including number of pages, citations, citation style, etc. Refers to outcomes.				
<ul style="list-style-type: none"> Includes the purpose for assignment, tests, and other assessments <u>by relating each assessment with the specific CLO.</u> 	0 – 3 .0	3.1 – 6.0	6.1 – 9.0	
f) Evaluation Guidelines/Grading Policy:	P	A	G	Evaluator's Comments
<ul style="list-style-type: none"> Includes undergraduate/graduate grading scale. Notes the percentage or point system used to grade the assessment. 	0 – 1 .0	1.1 – 2.0	2.1 – 3.0	
<ul style="list-style-type: none"> Due dates for activities and assignments are listed; and provides policy on late assignments and acceptable mitigating circumstances. 	0 – 1 .0	1.1 – 2.0	2.1 – 3.0	
<ul style="list-style-type: none"> Provides rubric(s) for evaluating each assessment. 	0 – 4 .0	4.1 – 7.0	8.1 – 10.0	
g) Effective Teaching Methods / Student Engagement Strategies:	P	A	G	Evaluator's Comments
<ul style="list-style-type: none"> Specifies how material will be taught; and relates teaching methods to Course learning outcomes. 	0 – 2 .0	2.1 – 4.0	4.1 – 6.0	
<ul style="list-style-type: none"> Evidences that diversified and variety of <u>Non-traditional</u> and <u>Effective Teaching Methods</u> will be used. (Four point will be given for each acceptable method and a maximum of six methods will be accepted). <u>OR</u> Provides evidences for using a variety of Student Engagement Strategies 	0 – 8.0	8.1 – 16.0	16.1 – 24.0	
Total Points Earned				