**Canvas site and syllabus review rubric**

*Arthur A. Dugoni School of Dentistry*

*University of the Pacific*

This form is to be completed by the department chair or vice-chair. When all conditions are met, the chair (or vice-chair) signs below and delivers the form to the administrative coordinator so that the course site can be published.

**Course title:**

**Department:**

**Date of review:**

**Canvas site**

The Curriculum Committee has stipulated that all Canvas sites at the dental school have at least the following seven (7) tabs/tools activated in the left navigation area of the course Canvas site.

|  |  |  |  |
| --- | --- | --- | --- |
| Required tabs/tools in the left navigation area  | YES | NO | Comment |
| **Home**  |  |  |  |
| **Announcements** |  |  |  |
| **Syllabus present?** |  |  |  |
| **Modules** |  |  |  |
| **Assignments** |  |  |  |
| **Quizzes**  |  |  |  |
| **Grades** |  |  |  |
| **Other tools active?**  |  |  |  |

**Syllabus**

The Curriculum Committee has stipulated that all courses have a current and complete syllabus and that the syllabus include the following sections.

|  |  |  |  |
| --- | --- | --- | --- |
| Required sections  | YES | NO | Comment |
| **Course Information** |  |  |  |
| **Course Director Information**  |  |  |  |
| **Course Description and learning objectives***(course overview, goals, objectives, competencies addressed in the course, delivery and assessment methods, major assignments and examinations)* |  |  |  |
| **Course Materials** (required and optional materials) |  |  |  |
| **Student responsibilities** |  |  |  |
| **Course calendar** |  |  |  |
| **Course policies***(attendance, make up, academic misconduct policy, violation of code of ethics, accommodations in testing)* |  |  |  |
| **Grading policy** *(percent or point breakdown of all elements that contribute to the course grade each quarter, description of or reference to rubrics)* |  |  |  |
| ***The following items are for clinical courses ONLY!*** |  |  |  |
| **Graduation guidelines**  |  |  |  |
| **Test case/competency assessment descriptions** |  |  |  |
| **Clinical metric definitions** |  |  |  |

I approve the Canvas site and syllabus described here and authorize it’s publication to students.

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Signature Date