



## Evaluating Individual Unit Components

<b>Unit Component</b>	<b>Score 1 Criteria (Not Acceptable)</b>	<b>Score 2 Criteria (Needs Work)</b>	<b>Score 3 Criteria (Benchmark)</b>	<b>Score 4 Criteria (Outstanding)</b>
<b>Unit Objectives</b>	No information available for this unit.	Information given is brief or does not accurately describe unit objectives.	Accurately describes the unit objectives.	Describes unit objectives accurately and outlines tasks to be completed.
<b>Unit Tasks or Assignments</b>	Individual tasks are not stated for the unit, or do not include external links or active learning strategies	Only brief or incomplete task information is given. The amount of required work is unbalanced. Tasks include few external links or active learning strategies.	Detailed and complete information is given. Tasks include external links and active learning strategies.	Very thorough and complete. A task list and calendar for task completion is included. External links and active learning strategies are used to enrich basic content.
<b>Materials / Supplies Needed</b>	Not described for the unit.	General reference to needed materials is made but specifics are not given.	Detailed information is given about needed materials and supplies for this unit.	Detailed information given, including suggested links to any online resources for obtaining needed materials.
<b>Unit Documents</b>	No documents are available, or posted docs are inaccessible (broken links or wrong format)	A few documents relevant to the unit are posted and accessible	Unit content is appropriate and well documented.	Score 3 criteria are met plus additional resources for enrichment are available.

<b>Unit Content</b>	Content does not address unit objectives, is inappropriate for audience, or is out-dated. Amount of material may be too little or too much for given timeframe.	Content is accurate but does not fully address unit objectives.	Content addresses all unit objectives. The amount of material presented is appropriate for the given timeframe.	Score 3 criteria are met plus content presentation encourages the student to utilize enrichment activities and resources.
<b>Assessment Tools</b>	No feedback mechanism is provided for the instructor to monitor student progress. The student has no way of knowing how they are doing.	There is only minimal use of online quizzes, graded worksheets, and assignments for student assessment. Students are given minimal feedback on their progress.	A variety of assessment tools are used by the instructor. Progress reports are available for the student.	Assessment tools are provided as a way for the student to self-assess, and for the instructor to monitor student progress. Reports and feedback are always available to the student.
<b>Spelling / Grammar</b>	Unit content contains numerous spelling and/or grammatical errors.	Unit content contains some spelling and/or grammatical errors that could have been avoided by using available tools.	Unit content may contain some spelling and/or grammatical errors that would have been missed even with the use of available tools.	Unit content is free of spelling and/or grammatical errors.

# Unit Component Score Sheet

**Course Title:** \_\_\_\_\_

**Unit Title:** \_\_\_\_\_

<b>Unit Components</b>	<b>Score</b>	<b>Comments</b>
Unit Objectives	_____	_____
Unit Tasks or Assignments	_____	_____
Materials/Supplies Needed	_____	_____
Unit Documents	_____	_____
Unit Content	_____	_____
Assessment Tools	_____	_____
Spelling/Grammar	_____	_____

**Total Score** \_\_\_\_\_  
(Total possible = 28)

Additional Comments: