



Library Support Staff Certification Program
50 East Huron
Chicago, IL 60611
312-280-2424
312-280-5297 fax
www.ala-apa.org/lssc

Library Support Staff Certification Program Course Evaluation Rubric

Course Name: _____
Institution: _____
Competency Set: _____
Reviewer: _____
Date: _____

PART I - FOR LSSC Program Administrator ONLY. The Application's elements.

DIRECTIONS FOR USE: The LSSC program administrator will evaluate each application on each of the following criteria.

If the application lacks one or more items, the administrator will notify the applicant. If all items are checked, the administrator will send the application to the evaluators, who will complete Part II.

1. ___ Provider agrees to keep student records for five years.
2. ___ Provider includes a syllabus or outline.
3. ___ Provider includes map of how the competencies relate to course content.
4. ___ Provider includes a course description (one paragraph).
5. ___ Provider includes a description of the teaching and content delivery methods.
6. ___ Provider includes a description and/or example of the assessment method used to evaluate student learning.
7. ___ Provider includes a description and frequency of communication methods.
8. ___ Provider includes resume or CV of instructor(s).
9. ___ Provider includes when the course will be offered and how often.
10. ___ Provider includes minimum technology requirements.



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PART II - EVALUATE THE COURSE - For Course Evaluator ONLY.

DIRECTIONS FOR USE: Please evaluate the course areas using the following criteria.

Approved means that the application clearly satisfies the evaluation criteria.

Approved with questions means that the application has merit, but does not meet all of the criteria. The applicant must answer questions before approval.

Denied means that the course does not meet the area's criteria. Applicants whose courses are denied may use an appeals process or reapply later.

1. CONTENT AREA.

The course's breadth, depth, and approach are appropriate for the competency set and for the LSSC candidate.

Criteria: The application contains a clear presentation of the knowledge and skills contained in the competency set. The course incorporates real world examples, applications, and trends in the content area.

The learning objectives are clear and reflect the achievement of all the competencies in a set. The course's level of instruction is clear and appropriate to the LSSC candidate.

Evaluation:

_____ **Approval.** Complete course content, including clear learning objectives, with competencies matched to objectives. The course covers knowledge and skills at the appropriate learner level. All competencies are covered by course content.

_____ **Approval with Questions.** All or most competencies appear to be covered by the course, but the application lacks details about how some competencies will be covered. The application lacks details about the course content or level of instruction. Learning objectives are not clear or not present in the application.

Questions:



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_____ **Denied.** The course does not cover all the competencies.

Comments:

2. METHODS AREA.

The course uses content delivery methods designed to reach all candidates. The course offers varied activities for candidates to reflect, examine assumptions, critique, and question the course's content. The instructor offers many activities in which candidates can engage with the course materials, for example, requiring journals, providing assignments using materials from the candidates' work place, and working with others on joint projects.

Criteria: Instructor will use varied delivery methods and learning activities. Instructor will integrate activities throughout the course, providing multiple opportunities for candidates to interact, reflect, and examine assumptions, critique, and question.

_____ **Approval:** Delivery methods are varied, i.e., reading, demonstrations, lectures. Learning activities are also varied and provide multiple opportunities for interaction, reflection, and critical thinking.

_____ **Approval with Questions:** Applicant does not provide enough detail about content delivery or presents only one method. Applicant provides few learning activities or not enough detail about the learning activities.

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_____ **Denied.** Delivery method OR learning activities are not described or are inadequate.

Comments:

3. ASSESSMENT AREA.

Assessment provides sufficient feedback and testing to show that the candidate has acquired the required knowledge and skills.

Criteria: Assessment strategies are varied and consistent with content presentation, learning objectives, and activities. Assessments are relevant to content and provide clear instructions. Instructor provides feedback to the candidate throughout the course to enable the candidate to monitor progress. Instructor’s expectations and any grading rubric are explained in detail to candidates.

Evaluation:

_____ **Approval:** Instructor gives feedback on learning process and progress throughout the course. Assessments reflect candidate’s acquisition of knowledge and skills. Instructor provides clear expectations for assessment to candidates.

_____ **Approval with Questions:** Appropriate assessment strategies are likely to show the candidate’s acquisition of skills and knowledge, but more information is needed on type, timing, or evaluation of assessments.

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_____ **Denied:** Lacks sufficient assessment to measure progress towards acquisition of knowledge and skills.

Comments:

4. QUALIFICATION OF INSTRUCTOR.

The instructor has the necessary experience and education to teach the course’s content and to understand adult learners. If the course has multiple instructors, please evaluate each instructor’s qualifications.

Criteria: Instructor holds an MLS or its equivalent. Please provide a detailed explanation if proposed instructor does not meet the education requirement. Instructor must also have teaching experience related to the content of the competency set.

Evaluation:

_____ **Approval:** Instructor has a degree in library science or its equivalent. Instructor has experience in teaching the course content. Instructor may also have related work experience.

_____ **Approval with Questions:** Education or teaching experience of instructor is not clear or does not appear to meet the minimum qualifications.

Questions:



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___ **Denied:** Instructor has no related education, OR no experience teaching the course content.

Comments: