

Credit Evaluation Template

1. Supervisor/Teacher Qualifications and Resources
 - a. Instructor's Qualifications
 - i. Resume or Narrative description
 - ii. Include education of instructor
 - b. Resources Used
 - c. Include names of textbooks, source material, resources, and any other relevant supplemental items/events used for the course
2. Provide Course Overview
 - a. One to two paragraph overviewing what the course is about
 - b. Brief overview on how the course aligns with local, regional, state, or national education standards (These may be state, national, or industry standards) see <https://www.educationworld.com/standards/> for additional information
 - c. Course Outline/Syllabus
 - i. Please outline each completed topic/unit of the course
 - ii. Identify the sequence of topics/units
3. Provide Assessment/Feedback Overview
 - a. Overview how the students were assessed
 - b. Identify assessment strategy and frequency (tests, quizzes, reflections, oral dialogue, Socratic discussion, etc.)
 - i. How was feedback provided
 - ii. How was student growth determined
4. Provide Course Artifacts
 - a. For a full-credit course: Two exams/projects/major work samples from the beginning, two from the middle and two from the end.
 - b. For a half-credit course: One exam/project/work sample from the beginning, one from the middle and one from the end.
 - c. CDs/DVDs of pictures of paintings, dance recitals, recordings of musical pieces, etc. to fulfill this section
 - d. Copies of certificates, awards, brochures, honors, ticket stubs, and competition schedules may be submitted in this section to strengthen the portfolio
5. Provide Log of Engagement
 - a. Log the related topic/unit title and document the total time spent in meaningful instruction, research, practice, and reflection for the given topic/unit