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