

Standard II. Unit Assessment Plan

Assessment Plan for Undergraduate Initial Licensure Programs

Integrated Business Education

Vocational License (ages 8 and beyond, grades 4 and beyond)

Benchmark: Admission to the College of Education and Human Services

| Assessments | Methods of Evaluation | Timelines | Responsible Parties |
|--|---|--|--|
| Application to the College | Verification that the application is complete | Candidate's completion of at least 45 quarter credit hours | Office of Student Services |
| Minimum cumulative GPA of 2.5 | Transcript evaluation | Admissions review process | Office of Student Services |
| Praxis I scores | Passing scores determined by the College | Admissions review process | Office of Student Services |
| Signed character statement | Informal assessment | Admissions review process | Office of Student Services |
| Self-assessment statement of career goals | Informal assessment | Admissions review process | Office of Student Services |
| Signed computer access policy | Informal assessment | Admissions review process | Office of Student Services |
| Two letters of recommendation (at least one from a faculty member or university advisor) | Narrative and a rubric | Admissions review process | Office of Student Services |
| Writing sample | Rubric (scoring guide) | Admissions review process | Office of Student Services |
| Interview | Rubric (scoring guide) | Admissions review process | Teacher Education Admissions Committee/Faculty Advisor |

Benchmark: Midpoint Assessments

| Assessments | Methods of Evaluation | Timelines | Responsible Parties |
|--|--|--|---|
| Application for Phase I ED 221, Practicum Experience I ED 223, Practicum Experience II Co-requisite courses: ED 301, Schooling in a Culturally Diverse Society EDE 303, Human Development & Learning | Clearance for Phase I check list | Prior to registration for Phase I | Office of Student Services and Teacher Education Department Faculty Advisors |
| Phase I Practicum Evaluation | Pass/Fail grade received in Phase I Practicums; letter grades received in the co-requisite courses Consideration being given to requiring an advising session with the Faculty Advisor following ED 221 and 223. | Conclusion of Phase I | Practicum Professors |
| Portfolios | Rubric | Included in Phase I | Professors of the co-requisite courses in Phase I |
| Concern Conferences | Transcript analysis of grades. Performance in course work and practicums. Probationary status based on grades, practicums, dispositions | Ongoing (Consideration of a CEHS Code of Ethics) | Faculty Advisor, Licensure Advisor, and/or member of the faculty |

| Assessments | Methods of Evaluation | Timelines | Responsible Parties |
|---|---|---|--|
| Online Application for Phase II ED 321, Practicum Experience III ED 323, Practicum Experience IV Co-requisite courses: VOE 421, Classroom Management in Workforce Education ED 433, Curriculum & Materials in Acc./Basic Business & Marketing | Verification that the application is complete | Admission to licensure program and successful completion of Phase I | Office of Professional Field Experiences |
| Phase II Practicum Evaluation | Pass/Fail grade received in Phase II Practicums; letter grades received in the co-requisite courses Consideration being given to requiring an advising session with the Faculty Advisor following ED 321 and 323. | Conclusion of Phase II Revised Practicum evaluation form to be piloted Fall 2001; Praxis based evaluation. | Office of Professional Field Experiences |
| Portfolios | Rubric | Included in Phase II | Practicum Professors |
| Concern Conferences | Transcript evaluation of grades. Performance in course work and practicums. Probationary status based on grades, practicums, dispositions | Ongoing Consideration of a CEHS Code of Ethics; Code of Ethics also being developed by the ODE | Faculty Advisor, Licensure Advisor, and/or member of the faculty |
| Benchmark Course EDT 433, Curriculum & Materials in Acc./Basic Business & Marketing | Analysis/Critique Reports Cooperative Group Assign. Demonstrations Field Experiences Micro-Teaching | Phase II course | Professor |

| Assessments | Methods of Evaluation | Timelines | Responsible Parties |
|--|--|---|---|
| | Observation (Classroom) Online Discussion Topic Peer Teaching Philosophy Paper Portfolio Reports Topical Presentation/Speech Multimedia Presentation | | |
| Benchmark Course EDT 434, Curriculum & Materials: Office Procedures & Technology | Analysis/Critique Reports Cooperative Group Assign. Demonstrations Field Experiences Micro-Teaching Observation (Classroom) Online Discussion Topic Peer Teaching Philosophy Paper Portfolio Reports Topical Presentation/Speech Multimedia Presentation | Phase II course | Professor |
| Senior Check Students informed of remaining course work to be completed prior to student teaching | Transcript evaluation | Completion of 120 credit hours | Office of Student Services, Licensure Advisor |
| Student Teaching Application ED 429, Supervised Teaching: Middle Childhood to Adolescent Co-requisite course: ED 440, Teacher in School & Society <hr/> Overall GPA of 2.5 and a "C" or better in all Phase courses | Transcript evaluation Database review | Completion of Phase I and II Practicums | Office of Professional Field Experiences and the Office of Student Services |

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|--|---------------------|-----------------------------------|---|
| Completion of two-thirds of the course content in the candidate's teaching field | Transcript analysis | Student Teaching Application | Office of Student Services, Licensure Advisor |
| | Transcript analysis | Student Teaching Application | Office of Student Services, Licensure Advisor |
| Signed character statement | Informal assessment | Student Teaching Application | Office of Student Services, Licensure Advisor |
| Fingerprinting for background check | Informal assessment | Student Teaching Application | Office of Student Services, Licensure Advisor |
| Phase III Placement Bibliography and Resume for the Cooperating Teacher and the University Supervisor. | Informal assessment | Registration for Student Teaching | Office of Professional Field Experiences |

Benchmark: Culminating/Exit Assessments

| Assessments | Methods of Evaluation | Timelines | Responsible Parties |
|--|---|--|--|
| Phase III Student Teaching Practicum Evaluation | <p>Final Student Teaching Evaluation aligned with INTASC/Pathwise/unit outcomes</p> <p>Pass/Fail grade received in the Practicums; letter grades received in the co-requisite courses</p> | <p>Candidate's completion of Student Teaching Practicum</p> <p>(Consideration is being given to the use of letter grades in the Practicums)</p> | <p>Candidate Cooperating Teacher University Supervisor</p> <p>Practicum Professors</p> |
| Portfolio | Rubric | Included in Phase III | Professors of the co-requisite courses |
| Reflective Journal | Rubric | Included in Phase III | Professors of the co-requisite courses |
| Videotape of Teaching | Informal assessment | Phase III | Candidate self-assessment Cooperating teacher University Supervisor |
| Concern Conferences | Transcript evaluation of grades. Performance in course work and pracicums. Probationary status based on grades, practicums, dispositions | Ongoing (Consideration of a CEHS Code of Ethics) | Faculty Advisor, Licensure Advisor or the Director, Office of Professional Field Experiences, and/or member of the faculty |

| Assessments | Methods of Evaluation | Timelines | Responsible Parties |
|---|---|--|--|
| Application for Graduation | Graduation Check List | Completion of all program requirements | Transmitted from the Registrar's Office to the Office of Student Services, Licensure Advisor |
| Minimum of 183 quarter credit hours | Transcript evaluation | Application review process | Office of Student Services, Licensure Advisor |
| Minimum cumulative GPA of 2.5 | Transcript evaluation | Application review process | Office of Student Services, Licensure Advisor |
| Graduate Exit Surveys | General questionnaire on educational experience at WSU | Completion of all program requirements To be initiated June 2002 | Office of the Provost |
| | CEHS candidate exit questionnaire distributed in ED 440, The Teacher in School and Society. (EBI Education Student Survey.) | Final weeks of student teaching. | Office of Professional Field Experiences |
| Application for Teaching License | Transcript evaluation | Successful completion of all program requirements | Office of Student Services, Licensure Advisor |
| Praxis II, Content and PLT Sections | Passing scores at state standards | Submitted with application for license | Office of Student Services, Licensure Advisor |

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