

Rubric for Distance Learning Training Approval

| Item | Possible points | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
|--|---|---|---|---|---|---|---|---|
| Course Overview and Content | | | | | | | | |
| 1. Resume of the instructor and the developer of the course | 0 = none 1= instructor/developer | | | | | | | |
| 2. When was the course developed? When was the course last reviewed and updated? | 0 = never 1 = within 5 yrs. 2= within 3 yrs. | | | | | | | |
| 3. * Course syllabus/description which includes materials/handouts, resources, links and references. a. The content connects theory or current research to best practice b. Research is referenced by recent journal articles/scholarly materials c. The content is appropriate for the age emphasis d. Appropriate grammar usage, mechanics and spelling are evident | 0 = nothing 1 = syllabus/description 1 = a 1 = b 1 = c 1 = d | | | | | | | |
| 4. Policies and procedures used for revision and modification of the course. | 0 = none 1 = 5 yrs 2 = 3 yrs | | | | | | | |
| Technology | | | | | | | | |
| 5. Production decisions reflect the complexity of the content and the designated level of training | 0 = no 1 = yes | | | | | | | |
| 6. Learners supported in navigation, access and delivery | 0 = no 1 = yes | | | | | | | |
| 7. Sponsoring agency assures the online security of learners and validates the identity of the learner. | 0 - 2 | | | | | | | |
| 8. Sponsoring agency electronically reports successful completion records to the ECP | 0-1 | | | | | | | |
| Feedback | | | | | | | | |
| 9. * Specific strategies used to provide specific, individualized constructive and instructive feedback on each assignment and activity? | 0-4 | | | | | | | |

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|---|---|--|--|--|--|--|--|--|
| 10. * Policy and procedures for timely and effective feedback. | 0 = none 1 = timely / effective | | | | | | | |
| Assessment | | | | | | | | |
| 11. Criteria for successful course completion and the grading policy defined in terms of an objective measure (e.g. score) | 0 = pass/fail 1 = final score 2 = score/grade on each activity and assignment | | | | | | | |
| 12. Final assessment includes an opportunity for learners to provide feedback on the quality and effectiveness of the instruction and content | 0 = no opportunity 1 = quality of instruction 1 = content | | | | | | | |
| 13. * Agency issues certificate that include title, sponsor name, hours, student name, completion date, and signature (attach a sample certificate)? | 0-6 | | | | | | | |
| TOTAL (bolded items above must have all points) | | | | | | | | |

TOTAL RUBRIC SCORE: _____

A minimum total of 25 points is required for approval.