GUIDELINES AND FORMS FOR USE IN EVALUATING DISTANCE EDUCATION PROGRAMS/COURSES

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

INTRODUCTION

The Pennsylvania State Board of Private Licensed Schools provides the following guidelines and forms for use in the preparation and review of education and training programs/courses offered via a distance education format. These guidelines are based on the regulations as cited throughout this document.

This Program/Course Review and Evaluation Guide (PDE-3743) is to be completed by each reviewer. This review is intended to be a comprehensive evaluation of program objectives and design, method of delivering the programmed instruction, required instructional materials, rigor and integrity in delivering the program, internship/externship requirements (if any), faculty credentials, and program outcomes.

Certification by Applicant School:

A. Name of Applicant School: _____

_____

B. Name and Title of Administrator: _____

_____

C. Signature of Administrator: _____
Date

D. Name of Program/Course: _____

_____

E. Number of Lessons: _____

F. Number of Lessons to be Evaluated: _____

G. This package includes the following:

___ **Number of Lessons:** _____

___ **List of Equipment (please list only specific equipment for this program)**

___ **Other (please list and specify)**

H. Type of Electronic Delivery System(s):

___ **Two-way interactive video**

___ **Two-way audio, one-way video**

___ **One-way live video**

___ **One-way prerecorded video**

___ **Audiographics**

___ **Two-way audio (e.g., audio/phone conferencing)**

___ **One-way audio (e.g., radio, audiotapes)**

___ **Two-way on-line (computer based) interactions during instruction**

___ **Other computer-based technology (e.g. Internet)**

___ **Other technologies (Please explain)** _____

_____

_____

_____

_____

_____

NOTE: THE FIRST 25% OF COURSE MATERIALS MUST BE SUBMITTED IN FINAL DRAFT FORM.

STATE BOARD OF PRIVATE LICENSED SCHOOLS

PROGRAM/COURSE REVIEW AND EVALUATION GUIDE

FOR

DISTANCE EDUCATION PROGRAMS

The following ratings should be used in your evaluation. Please provide explanations, recommendations or suggestions for improvement of any item marked "no" or "unclear." Feel free to comment on any other aspect of the application.

. Yes (complies with regulation)

. No (does not comply with regulation)

. Unclear (information insufficient, not clear enough to determine)

School _____

Program Title _____

Reviewer _____

Date _____

I. Application

Program/Course Objectives:

A. Does the objective as stated on the application specify the expected results? Specific skills; knowledge of a particular subject; preparation for a specific occupation or preparation for occupational licensing examinations? 73.81(2)(ii) _____

B. Does the application indicate for whom the instruction is intended and for what age groups; what educational background or experience is a prerequisite? 73.81(2)(ii) _____

C. Can the program/course objectives as listed on the application be met through the identified methods of instruction? 73.81(2)(ii) _____

II. Curriculum

A. <u>Instructional Methodology</u>. Is the instructional methodology appropriate for the curriculum? Is the material designed to achieve the course objectives? Do the instructional methodology and program content promote student/faculty and student/student interaction if appropriate? 73.81(2)(ii) _____

B. <u>Distance Education</u>. For the objectives of the program to be met, is it necessary for distance education instruction to be combined with resident instruction? 73.81(2)(ii) _____

C. **Comprehensiveness of Instruction. Is there complete coverage of the material indicated by the title? Does the content coverage appear thorough enough to meet stated objectives? Does the instruction satisfy professional field requirements? 73.81(2)(i)** _____

D. **Quality of Instructional Materials. Is instructional material current? If telecommunication materials are used, are they of acceptable quality? Is instructional material accurate? Does the material reflect information and the degree of professionalism attributable to knowledgeable authors? Does motivation appear to have been adequately considered in writing and organizing the text in the supplementary materials? 73.81(1)(I)** _____

E. **Study Instructions. Did you find "how-to-study" and "how to proceed" instructions to students in the program? Does the program provide adequate instruction and reasonable opportunity to demonstrate competence with all equipment required to participate in this course? Does the school offer tutorial support to assist students in achieving this competence? Are instructions to students properly placed in the program? Are instructions to students complete as to correct study and examination procedures? 73.81(2)(I)** _____

Are the instructions clearly written and easy to understand? Are the instructions adequately illustrated? 73.81(2)(i) _____

F. Reading Level. Is the reading level appropriate for the age and educational experience required? What is your estimate of the reading level necessary to complete course successfully? 73.81(1)(viii) _____

G. Clarity and Continuity. Is material subdivided into chapters, units of instruction, or sections that are clearly and logically lessons and units of instruction? 73.81(2)(i) _____

H. Organization of Instructional Materials. Is the organization of the total course such as to assist in student learning? Is each unit generally organized in an "easy to learn" order? Is there any "backtracking" made necessary by illogical arrangement of parts of the course which might be confusing to the student? 73.81(1)(viii) _____

I. Instructional Equipment. Is the instructional equipment adequate, up to date, relevant, and of sufficient quantity/ quality to meet program objectives? What type of equipment or materials must the student provide in order to complete the program successfully? Do the program publications clearly state the student's responsibilities for equipment and/or materials? Do the program publications provide information relative to procedures, costs, and requirements for such instructional services as Internet access? 73.91(a) _____

J. Testing. Are there adequate examinations to ascertain student progress? Are the examinations comprehensive? Are there provisions for students to submit experiments and any other papers for evaluation? Does the student have adequate instructions pertaining to the grading process? If the school uses Internet testing, are mechanisms in place to assure the integrity and validity of a student's interaction with the test? 73.81(1)(iv) _____

K. Library/Learning Resources. If the program objectives require access to library resources, does the school provide adequate instruction to enable a student to use the resources properly? 73.81 (1) (ii) (viii) _____

III. Internship/Externship Laboratory

If the program incorporates successful completion of an internship/externship as a prerequisite to graduation, have the following supplemental materials been submitted?

A. Are the criteria used by school to screen and select potential internship/externship sites stated? 73.83(1) _____

B. Is school supervision described? 73.83(2) _____

C. Is there an instrument to be used to evaluate student progress while on internship/externship? 73.83(3) _____

D. Are internship/externship site supervisor responsibilities described? 73.83(4) _____

E. Is there a sample written agreement that will be executed by the school and each internship/externship site facility that agrees to participate in the program? 73.83(5) _____

IV. Faculty

A. Do instructors', assistant instructors' and lab/shop aides' credentials indicate appropriate qualifications relative to content knowledge and technical expertise needed for the fields in which they will be teaching? 73.104(b) _____

B. Do instructors have access to training for using the telecommunications instructional equipment appropriately? Do they have assistance available in case of technological problems both at the time of instructional delivery and at the time of follow-up? 73.104 (a) (b) (5) _____

C. Has the school identified the student/teacher ratio, if appropriate? _____
Is the basis for the ratio sound educationally? 73.104 (a) _____

REVIEWER'S RECOMMENDATION:

Recommend approval with no conditions _____.

Recommend approval when the following conditions are satisfied:

_____
_____
_____
_____

Recommend application be returned to applicant for the following revisions:

_____
_____
_____
_____

Do not recommend approval for the following reasons:

_____
_____
_____
_____

DATE: _____ **_____**

Reviewer's Signature

PROGRAM REVIEW AND EVALUATION GUIDE

TO BE COMPLETED BY PDE STAFF: (Name _____)

A. NAME OF PROGRAM/COURSE: _____

_____

B. NUMBER OF LESSONS IN PROGRAM/COURSE: _____

C. NUMBER OF LESSONS RECEIVED: _____

D. NAMES OF EVALUATORS: _____

_____

E. REASON PROGRAM/COURSE APPROVAL IS DENIED BY BOARD:

_____

_____

F. STEPS TO BE TAKEN PRIOR TO RESUBMISSION TO BOARD:

_____

_____

_____

_____

NAME DATE

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