**WASHBURN CEP COURSE EVALUATION FORM**

This form is to be completed annually by the WU Academic Liaison overseeing a CEP course and reviewed by the Department Chair of the unit offering the course. Please submit these forms to Associate Dean Bruce Mactavish (bruce.mactavish@washburn.edu).

**COURSE NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **COURSE ID #:** \_\_\_\_\_\_\_\_ **COURSE SEC. #:** \_\_\_\_\_\_\_\_\_\_\_\_

**HIGH SCHOOL INSTRUCTOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ACADEMIC TERM:** \_\_\_\_\_\_\_\_\_\_\_

**WU LIAISON:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was this your first time working with this

particular CEP Course/Instructor Combination?  **YES NO**

**COURSE MATERIALS DOCUMENTATION**

Please attach the following (either physically or electronically) to this report. For each item, please provide a document from the CEP course and a corresponding document from a representative section of the equivalent WU course. Place a check mark to confirm that each item is attached.

 **Course syllabus**  **CEP WU**

 **Final Exam or Assignment**   **CEP WU**

 **Grading Rubric**   **CEP WU**

 *(if applicable)*

**Sample of Graded Coursework**  **CEP WU**

*(include one sample of “Excellent Work”*

 *& one sample of “Marginal Work”)*

 **Grade/USLO Report**  **CEP WU**

**What textbook was used for the course?**

 **CEP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **WU:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSE EVALUATION**

Please answer the following.

1. **Does the syllabus for the CEP course meet departmental standards?**

 YES

 NO. Please indicate the necessary changes to bring the course up to standards.

Please provide any comments or explanations supporting your response (required if answering NO).

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1. **Do the exams and/or assignments meet the departmental standards for content and rigor?**

 YES

 NO. Please indicate the necessary changes to bring the course up to standards.

Please provide any comments or explanations supporting your response (required if answering NO).

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1. **Are the topics covered appropriate and sufficiently complete to meet course objectives?**

 YES

 NO. Please indicate the necessary changes to bring the course up to standards.

Please provide any comments or explanations supporting your response (required if answering NO).

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1. **Is the CEP instructor’s grading of course work appropriate and suitably rigorous?**

 YES

 NO. Please indicate the necessary changes to bring the course up to standards.

Please provide any comments or explanations supporting your response (required if answering NO).

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1. **Are USLO scores comparable (or better) than those in WU equivalent course sections?**

 YES

 NO. Please indicate the necessary changes to bring the course up to standards.

Please provide any comments or explanations supporting your response (required if answering NO).

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1. **Site visit observations:**

Is the learning environment appropriate for the course activities? YES NO

Are the resources, supplies & equipment sufficient for course activities? YES NO

Does the instructor communicate concepts with clarity? YES NO

Does the instructor convey concepts and/or information accurately? YES NO

Please provide any comments or explanations supporting your response (required for any “NO” answers).

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 **Please indicate dates of site visits:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **What is your conclusion & recommendation for this CEP course?**

 Course meets (or exceeds) the standards set for its WU equivalent.

 Course requires modification or improvement to meet WU standards.

 Course is irrevocably below standards and cancellation is recommended.

Please provide any comments or explanations supporting your response.

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**DEPARTMENT CHAIRPERSON’S REVIEW**

**I have reviewed the contents of this evaluation and**

 I concur with the evaluator’s statements and conclusion.

 I do not concur with elements of this evaluation (please elaborate below).

Please provide any comments or explanations supporting your response.

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  **SIGNATURE** **DATE**

**WU LIAISON:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPARTMENT CHAIRPERSON:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_