Tips for the Preparation of PA Documents

1. Preface your Program Assessment materials with a page that describes the electronic organization of your document. This can be the first page of your document (after the title page).

2. Provide a chart, table or list of the courses that comprise the program and the sequence in which courses are taken, if there is one.

3. Since materials are submitted electronically there <u>must be a hyperlink</u> from the narrative to the syllabi and the assessment materials.

4. Paginate each part of the document so that readers can go from the narrative to supporting evidence with ease. If using a PDF, consider using bookmarks to create a table of contents.

5. In responding to the standard, rather than write "The program meets standard X," describe how the program meets it. For example, "In order to ensure that candidates understand standard X, the program provides instruction in or candidates read..." You may use bullets to list that information.

6. Attend to the use of verbs in the standard. Some sentences ask what the program provides, other sentences are written to indicate that candidates demonstrate a skill. In the case of demonstrations, provide information on what candidates produce that is evidence of how the standard is met. Include information on how that product is evaluated to ensure candidate competence, exemplary practice or need for revision. Samples of student work are not required.

   - Data from the assessments are submitted in the Biennial Report.
   - Samples of student products are reviewed at the Site Visit.

7. If you have multiple delivery options (intern, online, hybrid, student teaching), but the core of the program is the same and only a few classes vary, please write to the core, then note only each of the delivery options differences. Do not submit individual program documents for each delivery option.

8. Review and edit your documents carefully and ensure that all notations are up to date. For example, "See document room." is inappropriate for this Program Assessment document.

9. Label documentation clearly

   - Use the same name consistently for assignments.
   - Consider using a Cut and Paste function to insert the appropriate evidence in the Institution's Response to the standard the first time you note it.
   - Hyperlink from the narrative to the evidence.

10. Consult the [Program Assessment Submission Checklist](#) to ensure that all materials for Program Assessment are included in your submission.

11. Review the [Document Formatting and Transition Requirements](#) prior to submission.