# Program Summary

# Insert Institution and Program Name

The Program Summary is designed to provide contextual information to the program reviewers and site visit team members. The summary should be no more than 2-3 pages in length and address each of the three categories below. Embed links to appropriate evidence in the narrative.

The Program Summary may also be used by the site visit team members as the initial basis for the Program Report.

## Program Design

1. Describe the location of the credential program within the larger unit/institution, as well as the structure and reporting relationships of the leadership team for the credential program. (Do not include names).
2. Describe each pathway and delivery model the program offers for the intended credential.
3. Describe how program leadership regularly communicates and collaborates with program staff/faculty, and with the larger education unit/institution.
4. Describe how the program seeks input and feedback from internal constituents and external community partners.
5. **Coursework and Field Experience**
6. Describe the process for placing candidates in each of their field experiences.
7. Describe the connection between coursework and field experiences in preparing candidates for the intended credential.
8. Describe how candidates are supervised (by program and district employed supervisors), advised, and evaluated during fieldwork.
9. Describe how supervisors are selected, oriented, evaluated and provided feedback on their performance. Include the process for reassigning supervisor if the relationship is not effective.
10. Describe how the program seeks feedback from candidates and other constituents about the fieldwork experience. Briefly describe how the program analyzes and uses the feedback data for continuous improvement.

## Assessment of Candidates

1. Describe the evidence the program uses to monitor and support candidates regarding performance in order to ensure they are progressing toward meeting program requirements. Describe how the program supports candidates who are not making successful progress.
2. Describe the information candidates receive about how they will be assessed and evaluated in relation to program competencies.

For credential programs that include a Commission approved performance assessment:

1. Describe how the program informs candidates about the performance assessment tasks and passing score standard.
2. Describe the opportunities candidates have within the program to prepare for the performance assessment tasks/activities.
3. Describe remediation support and guidance -the program provides for candidates who:
   1. Need additional supports in preparing to complete a performance assessment.
   2. Fail a performance assessment and need to resubmit task components.