

Initial Institutional Approval Stage IV

Program Summary Template for Educator Preparation Programs

The Program Summary is designed to provide contextual information to the Initial Institutional Approval review team. The summary should be no more than 3-4 pages in length per program, include embedded links to evidence, and address each of the three categories below. Please note there is a fourth category for preliminary credential programs with Commission-approved performance assessments.

1. Program Design

- a) 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).
- b) Describe each pathway and delivery model for the proposed program.
- c) Describe how program leadership will regularly communicate and collaborate with program staff/faculty, and with the larger education unit/institution.
- d) Describe how the program will seek input and feedback from internal and external constituents.

2. Coursework and Field Experience

- a) Describe the process that will be used for placing candidates in each of their field experiences.
- b) Describe the connection between coursework and field experiences in preparing candidates for the intended credential.
- c) Describe how candidates will be supervised (by program supervisors and district-employed supervisors), advised, and evaluated during fieldwork.
- d) Describe how supervisors will be selected, oriented, evaluated, and provided feedback on their performance. Include the process for reassigning a supervisor if the relationship is not effective.
- e) Describe how the program will seek feedback from candidates and other constituents about the fieldwork experience. Briefly describe how the program will analyze and use the feedback data for continuous improvement.

3. Assessment of Candidates

- a) Describe evidence the program will use to monitor and support candidates regarding performance in order to ensure they are progressing toward meeting program

requirements. Describe how the program will identify and support candidates who are not making successful progress.

- b) Describe the information candidates will receive about how they will be assessed and evaluated in relation to program competencies.

4. Performance Assessment System of Support (for Preliminary programs with Commission-approved performance assessments only):

- a) Describe how the program will inform candidates about the performance assessment tasks and passing score standards.
- b) Describe opportunities candidates will have within the program to prepare for the performance assessment tasks/activities.
- c) Describe remediation support and guidance the program will provide for candidates who:
 - i. Need additional support in preparing to complete a performance assessment.
 - ii. Fail a performance assessment and need to resubmit task components.