

Workshop Proposal Considerations/Checklist

This form is meant to guide workshop developers making judgments about the quality of workshop proposals. These items should not be viewed as a checklist, but rather as qualities that will be present in varying degrees. Please remember that criteria should be applied as appropriate. Persons writing a workshop proposal may want to consult with their TEC representative.

Objectives, readings, activities, and assessments in workshop show evidence of:

- _____ 1. Demonstrated alignment of workshop content with the advanced outcomes of the conceptual framework.
- _____ 2. Application to practice. This may take the form of (but is not limited to) teaching units prepared, teaching materials prepared, presentations made.
- _____ 3. A theoretical basis for application to practice
- _____ 4. Required readings and work outside of meeting time.
- _____ 5. Enrichment of the intended audience.
- _____ 6. Workshop meets all form and structure requirements outlined in B and C of this document.

- _____ 1. course approval cover sheet
- _____ 2. good descriptive title
- _____ 3. complete yet concise catalog description
- _____ 4. identification of intended audience
- _____ 5. clear rationale
- _____ 6. suggested enrollment limits
- _____ 7. course objectives clearly stated
 - Descriptive of an appropriate learning outcome
 - Stated in observable and measurable terms
 - Stated in "the student will be able to. . ." format
- _____ 8. method of evaluations of students clearly stated and aligned to objectives
- _____ 9. outline of course content, up to two levels of specificity (not daily schedule)
- _____ 10. number of credits and necessary prerequisites
- _____ 11. course requirements:
 - a. evidence of 37.5 hours contact time
 - b. evidence of comprehension of substantive conceptual or methodological information
 - c. evidence of active student participation
- _____ 12. workshop resources listed
 - a. evidence of current reference material
 - b. use of text(s) and other resources
- _____ 13. sample of pre-workshop letter to participants attached

For Re-approval

- _____ 14. evidence of success of workshop as evidenced by evaluations