



## ARTICULATION EVALUATION CHECKLIST

Please use this checklist to help prepare your material for us to evaluate.

School Name:

Your Name:

Program Name:

**Program Description.** Describe, in one or two paragraphs, or attach a description, of the program intended for articulation. (If you attach a description, please feel free to highlight pertinent sections.) Some programs combine several of our career disciplines, for example graphic design with Web development or multimedia or video. If this is the case with your school, please indicate your program's primary emphasis and the percentage of time you spend with it versus the other subject areas.

**Student Syllabus.** If you provide students with a syllabus or course description, please attach a copy.

**Program Objectives or Competencies.** Provide or attach a list of the specific competencies taught in this program. If there are separate competencies for individual years, or if competencies are divided into subject groupings (e.g. I, II, III), please indicate. We compare your competencies with those for NEiA courses; if you would like a copy of the target course competencies, please contact us.

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- Length of Program.** How much “seat time” do students spend in this program? E.g., number of years and number of hours per week or day.
- Student work.** This is a critical aspect of our evaluation.
- Please include or attach the complete list of assignments your students are required to complete (separate into years or subject groups if necessary).
  - Describe or include your assessment and/or grading process; if you use rubrics, please provide a sample.
  - Provide samples of student work, at least two but no more than five. Samples ideally include one of each project per student, e.g. each student’s thumbnails, magazine cover, video, so they can be compared to the others. Electronic portfolios are preferable, but paper samples, such as the student’s 3-ring binder, are welcome as well.
  - The student work may be best-grade or can represent a range of grades, for example As and Bs. Whichever you choose to present, please be prepared to discuss your grading in our evaluation meeting. We will agree upon a minimum grade for articulation.

If you have any questions or would like to discuss this further, please contact me (see below). We look forward to evaluating your program.