

Course: ED305/ED305-SP/ED306 — Teaching/Learning Process (TLP III — The Course)      Units: 2  
Term: Spring 2008

**INTERN INFORMATION**

Intern: \_\_\_\_\_ Course Grade: \_\_\_\_\_

Faculty: \_\_\_\_\_ Date Grade Issued: \_\_\_\_\_  
(Printed Name & Signature)

**GRADING KEY**

- A+** Uniformly exceeds the performance criteria.
- A to A-** Generally exceeds performance criteria.
- B+ to B-** Generally meets the following performance criteria.
- C+ to C-** Minimally meets the following performance criteria.
- Incomplete (I)** Criteria not yet met. See “comments” section for additional information.
- Unsatisfactory (U)** Criteria not met. No credit earned.

<b>ATTENDANCE &amp; PUNCTUALITY</b>		
<ul style="list-style-type: none"> <li>Interns are expected to attend all classes and to be on time.</li> <li>If at all possible, interns should discuss unavoidable absences in advance with faculty.</li> <li>Every absence requires a make-up assignment. Makeup assignments should be obtained from and submitted to the faculty. All makeup assignments are due two weeks after the incurred absence.</li> <li>Every absence results in a course grade reduction of a ½ letter grade (i.e., A to A-).</li> <li>Based on the individual situation, two tardies usually equal one absence.</li> </ul>	<b>Yes</b>	<b>No</b>
Attended all course sessions.		
Was on-time to all course sessions.		

<b>PERFORMANCE CRITERIA</b> (Note: Submitting assignments late will adversely impact grade.)	Exceeded Expectations	Adequately Met Expectations	Minimally Met Expectations	Incomplete
Thoroughly and conscientiously completed all class assignments on time.				
Was prepared for all classes. Was prepared to participate in all planned activities. Had required materials on hand.				
Actively engaged in all class activities.				
Contributed to the class achieving an atmosphere of inquiry that was engaging, collaborative, professional, and respectful.				
Effectively incorporated previous course content (i.e., discussions, lectures, course readings, etc.) and personal experiences in the classroom to advance scholarly discussions.				

