

Graduate Course

Written Assignment Requirements

- **This graduate course written assignment consists of four sections. These four sections are detailed on the following page.**
- **This written assignment should be completed AFTER participating in the approved Professional Development Activity.**
- **It is expected that you will spend 12-15 hours after the professional development activity applying what you learned and reflecting on this application.**
- **Each of the four sections of the written assignment will be graded on the same 25-point rubric. There are four sections for a total of 100 points.**
- **The course grading scale is as follows:**
 - 90-100 points = A
 - 80 – 89 points = B
 - 70 – 79 points = C
 - 60 – 69 points = D
 - Less than 60 points = F
- **The course assignment is submitted in two separate parts to the Course Instructor. Sections 1 & 2 will be submitted first. You will then receive feedback from the Course Instructor before submitting Sections 3 & 4.**
- **Go to www.GradCredits.info to submit the first two sections of your assignment.**
- **Students should ALWAYS keep copies of the written assignment, even after it is submitted. It is your responsibility to keep copies of your work.**
- **You will receive email notification of your course grade within 14 days of submitting your coursework. Transcripts will be available 21 days after submitting coursework.**

Written Assignment

Section 1:

What did you learn during the presentation?

Summarize what you learned during the professional development activity.

Please include:

- What did you already know?
- What did you learn that you are doing right?
- What did you learn that is different from how you currently do things?
- What questions do you still have?

Section 2:

How will you apply what you learned?

This application can be done in a class with students during a lesson or during the curriculum-writing and lesson-planning process. Educators working outside the classroom should apply the learning to their own daily practice.

Please include:

- Your current position and a description of the class or school you will be working with.
- What new skill or practice you will try.
- What you expect to happen when you apply this new learning.
- What outcome are you expecting? How will you assess the results?
- What concerns you have about trying this new skill or practice.

NOTE: You must submit Sections 1 & 2 to the course instructor at this time. Go to www.GradCredits.info to submit the first two sections of your assignment. You will receive feedback from the course instructor within 7-10 business days of your submission. DO NOT proceed to Sections 3 & 4 until you have received this feedback.

Section 3:

What happened when you applied what you learned?

This section is a description of what happened during your application of the learning.

Please include:

- What activity did you try? What happened?
- What were the results? How will this affect student achievement?
- How did this help you meet building or district goals?

Section 4:

Summary Reflection

This final reflection will summarize what you have learned and how it will allow you to improve in the future.

Please include:

- What did you learn that you will continue to use?
- What did you learn that did not work for you?
- What will you change in the future to continue improving?

Written Assignment Rubric

CATEGORY	5	4	2	1
Organization	Information is very organized in a well-constructed paragraph or paragraphs.	Information is organized in a well-constructed paragraph or paragraphs.	Information is organized, but paragraph(s) are not well-constructed.	The information appears to be disorganized.
Amount of Information	All topics are addressed and all questions answered with at least 2 sentences about each.	All topics are addressed and most questions answered with at least 2 sentences about each.	All topics are addressed, and most questions answered with 1 sentence about each.	One or more topics were not addressed.
Quality of Information	Information clearly relates to the topic. It includes details and/or examples.	Information relates to the topic. It provides few supporting details and/or examples.	Information partially relates to the topic. No details and/or examples are given.	Information has little or nothing to do with the topic.
Application of Learning	Information presented shows a clear understanding and application of the Professional Development Topic.	Information presented shows understanding and application of the Professional Development Topic.	Information presented shows a partial understanding and application of the Professional Development Topic.	Information presented shows little or no understanding and application of the Professional Development Topic.
Mechanics	No grammatical, spelling or punctuation errors.	Almost no grammatical, spelling or punctuation errors	Some grammatical, spelling, or punctuation errors.	Many grammatical, spelling, or punctuation errors

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➤ The course grading scale is as follows:

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Final Grading Sheet

Student Name: _____

Section #1: _____ points out of 25 points

Section #2: _____ points out of 25 points

Section #3: _____ points out of 25 points

Section #4: _____ points out of 25 points

Total Points: _____ points out of 100 points

The course grading scale is as follows:

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