

## Progress Update 1: Candidate Participation—Instructor Evaluation

Complete the candidate participation evaluation for each candidate once you have received their self-evaluation. Evaluate the participation of the candidate and use the comments section to both explain your evaluation reasoning, discuss any discrepancies with the self-evaluation, and suggest next steps.

### Acceptable Participation

The candidate has ...	Yes	No
posted to all required discussion boards	<input type="checkbox"/>	<input type="checkbox"/>
responded to the minimum standard number of responses required in every discussion board	<input type="checkbox"/>	<input type="checkbox"/>
met all deadlines based on course outline or those renegotiated with me prior to the deadline	<input type="checkbox"/>	<input type="checkbox"/>
shown evidence that they are making connections and extensions to practice in all discussion posts	<input type="checkbox"/>	<input type="checkbox"/>
always presented opinions and views in a professional and respectful way	<input type="checkbox"/>	<input type="checkbox"/>
always presented ideas in a purposeful way giving specific attention to intended audience	<input type="checkbox"/>	<input type="checkbox"/>

\*Acceptable items are the minimum standard requirements to pass the participation portion of candidate's final mark. A candidate who receives 2 or more checkmarks in the No column will receive an Unsatisfactory level. Participation and course work are equally weighted. Candidates who receive an Unsatisfactory level at both Progress Update 1 and 2 cannot successfully complete the course.

## Exceptional Participation

The candidate has ...	Yes	No
posted to discussions to give others time to read and respond to their posts before the deadline, e.g., posted well before module deadlines	<input type="checkbox"/>	<input type="checkbox"/>
made efforts to substantiate their posts with research or other credible sources of information or data, e.g., included references to research in discussion, in addition to resources mentioned in the course	<input type="checkbox"/>	<input type="checkbox"/>
provided responses to their colleagues to encourage discussion and help further their understanding, e.g., used initial post to generate questions or considerations that promote discussion with colleagues	<input type="checkbox"/>	<input type="checkbox"/>

\*Exceptional items are those not required to be successful in the course. These items give evidence of a higher standard of participation that goes beyond the minimum expectation for a pass grade. Candidates who wish to receive top marks in their additional qualification course should consider pursuing the exceptional expectations

## Overall Participation

Currently participating at an Unsatisfactory level in the course <input type="checkbox"/>	Currently participating at an Acceptable level in the course <input type="checkbox"/>	Currently participating at an Exceptional level in the course <input type="checkbox"/>
Candidate received 3 or more checkmarks in the No column at the Acceptable criteria and all 3 checkmarks in the No column at the Exceptional criteria	Candidate received 5 or more checkmarks in the Yes column at the Acceptable level and 2 or more checkmarks in the Yes column at the Exceptional level	Candidate received all 6 checkmarks in the Yes column at the Acceptable level and 2 or more checkmarks in the Yes column at the Exceptional level

Comments: Use the comments section to explain your evaluation reasoning, discuss any discrepancies with the self-evaluation, and discuss the candidate's growth regarding learning goals and suggested next steps previously created by both you and the candidate.

Comments: