

**APPENDIX A-1
FINAL GRADE SHEET**

**Biological Sciences - 6.3.5.6
(Botany & Zoology)**

Adult Learner: _____

Instructor: _____

Date: _____ Course #: _____

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

Grade

1. Manual - MACTE Competencies (1c, 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h) _____
 MACTE Competency Practical Life (1c) (Total = 20 points)

____ All Material Complete (2 points) ____ Areas of Curriculum Tabbed (2 points)
 ____ Handouts Integrated (2 points) ____ Illustrations / Drawings (3 points)

Practical Life – Students’ Schedule for the (1 point): _____
 Care of the Environment

Community Resources (1 point): _____

Scope & Sequence (1 point): _____

Prepared Environment – cleaning detail notes (1 point): _____

Prepared Environment – Schedule for Cleaning (1 point): _____

Communication to Family (1 point): _____

 Purpose of each material (1 point): _____

Notes: Purpose & Method of Observation/What to look for (1 point): _____

Planning for Instruction (1 point): List of materials needed for each activity _____

Assessment & Documentation Tools (1 point): _____

Reflections (1 point): _____

2. Performance - MACTE Competencies (1c, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h) (18 points) _____

Anticipatory Set (2 points): Prepared environment/material _____

 Planning for instruction – materials complete

Past Learning (1 point): _____

Lesson (1 point): _____

Understanding: Shows knowledge of fine & gross motor skills _____

 Observe for what student understands (2 points)

Closure (1 point): _____

Follow-Up (1 point): Assessment of student & recording progress document _____

Clarity (Review) (2 points): _____

Scope & Sequence: material before & after (2 points): _____

Accuracy & Completeness: Correct use of the material (2 points): _____

Reflection of Adult Learner (1 point): _____

Communication to Family (1 point): _____

3. Practice Sheet – MACTE Competencies (1c, 2a) (20 points) _____ /20

4. Preparation of Environment/ Communication to Parents - _____

 MACTE Competencies (1c, 1d, 2b, 2c, 2d) (22 Points) _____ /22

5. Code of Ethics Statement – MACTE Competencies (3e) (10 points) _____ /10

6. Philosophy Paper - MACTE Competencies (1a) (10 points) _____ /10

FINAL GRADE _____

Performance Assessment – MACTE Competencies for Essential Elements of Teaching

Element	1 Ineffective	2 Minimally Effective	3 Effective	4 Highly Effective
Anticipatory Set	Student did not do this.	Elements present but somewhat unclear.	Elements present and clear but not enough detail.	The purpose and direct aim of the lesson was presented clearly.
Past Learning	Student did not do this.	Student did not ask questions but provided information.	Student asked 1 or 2 questions and provided information.	The student asked questions to determine prior knowledge.
Lesson	Lesson too short and unclear. Incorrect information. No questions.	Lesson too short and unclear. Correct information. No questions.	Lesson contained most of the material. Correct information. Some questions asked.	A complete lesson was presented including key experience, presentation, and discussion of concepts. Teacher was a facilitator, asking questions rather than just providing information.
Understanding	Student did not check for understanding.	Student asked 1 question.	Student asked several questions and used three-period lesson.	Check for understanding by asking questions. Three-period lesson used when appropriate.
Closure (Review)	Student did not review.	Student reviewed some ideas.	Student reviewed several ideas.	Students were asked questions about the lesson to determine knowledge acquired.
Follow-Up	No follow-up activity offered.	Directions for follow-up activity not clear.	Directions clear for one follow-up activity and one asked for.	Clear directions for follow-up activities were given. Choices were offered/elicited.
Clarity	Lesson not clear and confusing.	Lesson somewhat clear.	Lesson clear but lacked some information.	Lesson was presented clearly with no extraneous information.
Sequence	Illogical sequence. Most parts missing.	Sequence somewhat logical with some missing parts.	Sequence mostly logical with few missing parts.	The lesson followed a logical sequence with all parts present.
Accuracy	Lesson was incorrect.	Lesson was somewhat accurate.	Lesson was mostly accurate.	All material presented was accurate.
Completeness	Lesson missing most parts. Illogical.	Lesson missing several parts. Illogical.	Lesson missing few parts. Logical.	The lesson was logically presented with all elements present.
Discussion	No discussion.	Very short discussion. No suggestions offered.	Short discussion. Suggestions offered.	Lesson was discussed with student and suggestions for improvement offered.