

Scoring Rubric for Professional Development Approval

Scoring Category	Descriptive Indicators and Point Values			
	For approval, an application must receive a minimum score of 2 for each scoring category <u>and</u> a minimum total score of 22.			
ORGANIZATION	1 - Inadequate	2 - Acceptable	3 – Strong	SCORE
Consistency within the Proposal	The application does not demonstrate an understanding of how specific elements are connected. The proposal description, learning objectives, content, and presentation methods are not consistent with one another	The application demonstrates a basic understanding of how specific elements are connected: <ul style="list-style-type: none"> • The proposal description, learning objectives, content, and presentation methods are fairly consistent with one another • The reviewer can recognize the connection between and among several of the components 	The application demonstrates a deep understanding of how specific elements are connected: <ul style="list-style-type: none"> • The proposal description, learning objectives, content, and presentation methods are highly consistent with one another • The reviewer can easily comprehend the connection between and among the components 	
Cited References	Cited references are inadequate_for any of the following reasons: <ul style="list-style-type: none"> • The required number of sources not cited • Greater than 50% of the sources are more than seven (7) years old • Sources are not reputable • References are incomplete 	Cited references are acceptable: <ul style="list-style-type: none"> • A minimum of four (4) reputable sources cited • At least 50% of the sources are less than seven (7) years old • References may or may not be complete 	Cited references are high-quality: <ul style="list-style-type: none"> • A minimum of four (4) reputable sources cited • At least 50% of the sources are less than seven (7) years old • References are complete 	
SUB-TOTAL: ORGANIZATION				

Scoring Category	Descriptive Indicators and Point Values			SCORE
CONTENT	1 - Inadequate	2 - Acceptable	3 – High Quality	
Learning Objectives	<p>The learning objectives are inadequate for any of the following reasons:</p> <ul style="list-style-type: none"> The description of what participants will know and be able to do is too general – lacks specificity Objectives are not realistic and/or measurable Objectives are not presented in a logical sequence 	<ul style="list-style-type: none"> Objectives generally describe what participants will know and be able to do at the end of the professional development Each objective is realistic and measurable Objectives may or may not be presented in a logical sequence 	<ul style="list-style-type: none"> As a set, the learning objectives coherently describe what participants will know and be able to do at the end of the professional development Each objective is clearly stated, realistic, and measurable Objectives are presented logically, in sequential order 	__ x 2 = __
Presentation Methods and Activities	<p>Presentation methods and activities are <u>not</u> appropriately connected:</p> <ul style="list-style-type: none"> Core knowledge and competencies and the target participant level are listed but not linked RIELDS are listed but do not connect to other application elements Little or no understanding of adult learning modalities Cultural sensitivity and diversity are not addressed The Standards for Comprehensive Early Childhood Programs may/may not be listed/linked (Administrators' PD) 	<p>Presentation methods and activities are connected and demonstrate a basic understanding:</p> <ul style="list-style-type: none"> Core knowledge and competencies are linked to target participant levels The professional development is linked to the RIELDS The number of activities is of sufficient quantity and quality to support the application of learning and reflect the target audience's experiences Cultural sensitivity and diversity are addressed The Standards for Comprehensive Early Learning Programs are linked (Administrators' PD) 	<p>Presentation methods and activities are explicitly connected and demonstrate a deep understanding:</p> <ul style="list-style-type: none"> Core knowledge and competencies are clearly linked to the appropriate level for the target participants Activities are clearly linked to specific and appropriate RIELDS The quantity and quality of all activities reflect the target audience's experiences and exhibits a clear understanding of how these elements are connected to support the application of learning Cultural sensitivity and diversity are addressed The Standards for Comprehensive Early Learning Programs and content are clearly linked (Administrators' PD) 	__ x 2 = __

Scoring Category	Descriptive Indicators and Point Values			
CONTENT	1 - Inadequate	2 - Acceptable	3 – High Quality	SCORE
Materials/Handouts	Materials/Handouts are inadequate for any of the following reasons: <ul style="list-style-type: none"> Listed in application but do not relate to the content and/or activities Do not support the learning objectives, content, and/or activities References are not included or are incorrect 	Materials/Handouts adequately support: <ul style="list-style-type: none"> Learning objectives Content Presentation methods and/or activities Materials/Handouts include appropriate citations	Materials/Handouts enhance and reinforce: <ul style="list-style-type: none"> Learning objectives Content Presentation methods and/or activities Materials/Handouts include full and accurate citations from reputable sources	
Assessment of Learning Outcomes	The assessment is inadequate for any of the following: <ul style="list-style-type: none"> Does not measure all learning objectives May or may not reflect the content taught Provides no or weak evidence of participant learning 	The assessment(s) used are adequate: <ul style="list-style-type: none"> Measure learning objectives Reflect the content taught Provide evidence of participant learning 	The assessment(s) used: <ul style="list-style-type: none"> Accurately measure learning objectives Provide evidence of participant learning Provide an opportunity to demonstrate application of content 	__ x 2 = __
Support for Implementation	The application lists no support(s) for implementation	The implementation support listed provides cursory support, such as sending materials and/or information to supervisors For a single workshop session under two (2) hours, the application lists no support(s) for implementation	The implementation support listed will enhance and reinforce the professional development	

Scoring Category	Descriptive Indicators and Point Values			
CONTENT	1 - Inadequate	2 - Acceptable	3 – High Quality	SCORE
Participant Evaluation	<p><u>For initial approval</u> A participant evaluation form has not been submitted as part of the application</p> <p><u>For subsequent approval</u> The compiled feedback and results from the first round of professional development have not been submitted</p>	<p><u>For initial approval</u> The participant evaluation:</p> <ul style="list-style-type: none"> • Has been submitted as part of the application • Collects participant feedback on the content and delivery of the session(s) <p><u>For subsequent approval</u></p> <ul style="list-style-type: none"> • Compiled evaluation results have been submitted • Revision/refinement of the professional development is linked to the evaluation results 	<p><u>For initial approval</u> The participant evaluation form:</p> <ul style="list-style-type: none"> • Collects participant feedback on the content and delivery of the session(s) • Asks participants to reflect on how they will use the information in their own practice • Is designed to provide the trainer with feedback clearly linked to specific elements of professional development <p><u>For subsequent approval</u></p> <ul style="list-style-type: none"> • Compiled evaluation results include specific implications for revising/refining the professional development • The professional development's revision/refinement is clearly linked to the compiled evaluation results 	
			SUB-TOTAL: CONTENT	
			SUB-TOTAL: ORGANIZATION	
Minimum approval score = 22			TOTAL SCORE	

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