

**CCT693 Assignment Check-list -- Keep track of your own progress** so that valuable time does not need to be spent informing you of your progress. Final date for submissions and revisions: class 13, except 5/19 for A8

**Date(s)**

**Initial submission OK/RNR**

**A. Action Research Written Assignments & work-in-progress presentations, 2/3 of grade**

Initial attempts for all assignments, however sketchy, should be submitted on the date indicated.

At least 8 of the assignments should be revised and resubmitted in responses to comments until "OK/RNR" is received. This is required for A6 & A8. Complete draft of A8 required before moving on to final report.

- |                                                                        |       |       |
|------------------------------------------------------------------------|-------|-------|
| 1. 2/11 1st Reflection on your Experience as Novice Action Researchers | ..... | ..... |
| 2. 2/25 Initial Paragraph Overview of Project                          | ..... | ..... |
| 3. 3/3 KAQ                                                             | ..... | ..... |
| 4. 3/10 Eval. clock, part a; 3/31, part b                              | ..... | ..... |
| 5. 3/24 Notes on research and planning (posted onto wiki)              | ..... | ..... |
| 6. 3/24 work-in-progress presentations; update 4/28                    | ..... | ..... |
| 7. 4/14 Narrative outline of project report                            | ..... | ..... |
| 8. report, 5/5 complete draft; 5/19 final revised report (by email)    | ..... | ..... |

**Participation and contribution to the Class Process, 1/3**

**Date fulfilled**

- |                                                                                                                                                                                                                  |       |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|
| B. Prepared participation and attendance at class meetings (13)                                                                                                                                                  | ..... | (number)        |
| B2. Syllabus quiz , 2/4                                                                                                                                                                                          | ..... | .....           |
| C. Summaries/revisions posted on wiki of readings on weeks 9, 10, 12 (3 items)                                                                                                                                   | ..... | (number)        |
| D. Personal/Professional Development (PD) Workbook & Wikipage, incl. D1. Regular wikipage entries on possible application of tools to your project, perused at 1 <sup>st</sup> conference or before mid-semester | ..... | .....           |
| D2. Worksheet submitted in 3/10                                                                                                                                                                                  | ..... | .....           |
| D3. Whole PD workbook perused and personal wikipage ready for perusal at the end of the semester (week 13)                                                                                                       | ..... | .....           |
| D4. Annotated links to "Clippings," posted on the wiki (2 items for 6 postings)                                                                                                                                  | ..... | .....           |
| D5. Process review on the development of your work (week 13)                                                                                                                                                     | ..... | .....           |
| E. Minimum of two in-office or phone conferences on your assignments and projects, by 3/13 by 4/23                                                                                                               | ..... | .....           |
| F. Assignment Check-list maintained by student and submitted by 5/5                                                                                                                                              | ..... | .....           |
| G. Peer commentary on another student's draft report by 5/12                                                                                                                                                     | ..... | student = ..... |

**Completion contract**

Date Agreed to by student & professor

.....

**Required if you haven't met the automatic B+ levels by 5/5.** Final grade will be based on work completed (OK/RNR) by the contracted date, or if no completion contract is submitted, by the date for submission of grades.

**Use right margin to indicate contracted dates.**

I want everyone to complete the course, but my experience is that the desired learning rarely takes place during an incomplete, despite the best intentions of student and professor. Moreover, there is no substitute for the development of teaching/learning interactions that happens in a class over the course of the semester. So, if you haven't met 50% levels by 5/5, the incomplete contract will require you to attend the course the next time it is offered.

## Assessment according to the rubric

Self-assessment Optional (include with PD workbook at end of semester perusal)

Instructor's assessment used to assign grades above B+

Use the following system to make your own self-assessment for each quality below

\*\* [= "fulfilled very well"],

OK [= "did an OK job, but room for more development/attention"], or

- [= "to be honest, this was not my strength in this course"]

	Student	Instructor
1. A sequence of assignments paced more or less as in syllabus (and revisions timely),	.....	.....
2. often revised thoroughly and with new thinking in response to comments.	.....	.....
3. Project innovative, well planned and carried out with considerable initiative, and	.....	.....
4. indicates that you are ready to move to implementation in your specific situation	.....	.....
5. Project report clear and well structured,	.....	.....
6. with supporting references and detail, and professionally presented.	.....	.....
7. Active contribution to and reflection on process of learning from Action Research (initial example as well as class activities around semester-long projects)	.....	.....
8. Ability to shift between opening out & focusing in as required to complete full Eval. clock.....	.....	.....
9. Active, prepared participation and building class as learning community.	.....	.....
10. PD workbook & wiki show: Consistent work outside class,	.....	.....
11. deep reflection on your development through the semester and	.....	.....
12. maps out the future directions in which you plan to develop	.....	.....

If there are big discrepancies between the student's and the instructor's assessments, we should discuss the discrepancies and try to come to a shared agreement about them.