

Communication Arts – Embedded Credit Timeline

- July 26, 2004** Director met with Arcadia Valley director regarding Embedded Credit.
- 2004/2005 school yr.** Presented embedded credit concept to each sending school board with 100% approval
- 2005**
- July 26** Director met with Jim Spencer regarding Embedded Credit.
- August 16** Director and South Harrison principal visit to Cass Career Center to view “embedded” credit program.
- August 17** Met with North Central Career Center staff to discuss “embedded” credit implementation.
- November 3** Director visit to Cass Career Center to view “embedded” credit program.
- November 18** Director to meets with sending school superintendents to gain input toward “embedded” credit program.
- 2006**
- January 5, 2006** – 9:00 a.m. - Telephone conversation with Ginny Vandelight (Director of School Improvement Support at DESE) to discuss Embedded Credit
- January 13, 2006** – I led In-Service activity at the North Central Career Center regarding the Embedded Credit
- January 17, 2006** – In-Service meeting with my staff and four South Harrison High School English instructors to discuss our curriculum and how it might fit with English objectives
- February 1, 2006** – In-Service meeting to align North Central Career Center curriculum with English objectives and devise scoring guides for each objective
- February 7, 2006** – met with English instructors to devise plan of presenting Embedded Credit to South Harrison R-2 board of education
- February 9, 2006** – Presented Embedded Credit to South Harrison R-2 board of education
- March 8, 2006** – met with South Harrison High School principal to discuss compensation for English staff grading Embedded Credit objectives. Also discussed scoring guides
- March 9, 2006** – Embedded Credit curriculum was approved by South Harrison R-2 board of education
- March 24, 2006** – 12:00 noon – Met with 12 sending school superintendents to discuss Embedded Credit, implementation, objectives and scoring guides. I also met superintendents in the fall and had 100% approval by each sending school.
- March 30, 2006** – 9:00 a.m. – 3:30 p.m. – Met with 16 other directors from across the state and presented our embedded credit plans to D.E.S.E.
- April 7, 2006** – 11:30 a.m. – Meeting scheduled with 12 sending school counselors to discuss Embedded Credit implementation, objectives and scoring guides.
- April 21, 2006** – 9:00 a.m. – Meeting scheduled at DESE – Jefferson City – Embedded Credit
- August 2006** - Begin implementation of Communications Arts embedded credit.

EMBEDDED CREDIT CALENDAR 2006-2007

August 23 - 1st day of school

August 25 - One SH English instructor comes to NCCC as Director presents the embedded credit concept to students with student commitment forms to sign.

September 8th - Instructors turn in progress reports to Director - NCCC sends to sending schools

September 22 - One SH English instructor meets with EC students

October 6th - One SH English instructor meets with EC students

October 20th - Instructors turn in progress report to Director - send to sending schools last day of 1st quarter

November 3rd - Instructors turn in progress report to Director - send to sending schools

November 17th - One SH English instructor meets with EC students

December 1st - One SH English instructor meets with EC students - 9 assessments due - students put on EC academic probation if 9 are not completed satisfactorily. Students on probation are given 2 weeks to complete satisfactorily, with letter being sent to parent, sending school administrator and counselor.

December 15th - 9 assessments due satisfactorily - if not complete, they are out of the EC program.

December 21st - last day of semester

January 3rd - 1st day of 2nd semester

January 12 - Instructors turn in progress report to Director - send to sending schools

January 26th - One SH English instructor meets with EC students

February 16th - Instructors turn in progress report to Director - send to sending schools

March 2nd - One SH English instructor meets with EC students

March 9th - last day of 3rd quarter

March 23rd - Instructors turn in progress report to Director - send to sending schools

April 13th - Instructors turn in progress report to Director - send to sending schools

April 27th - Instructors turn in progress report to Director - send to sending schools

May 4th - One SH English instructor meets with EC students - additional 8 assessments are due (total of 17 assessments - 9 previously turned in from 1st semester). Students are put on EC academic probation if 8 additional assessments are not completed satisfactorily. Students on probation are given 2 weeks to complete satisfactorily, with letter being sent to parent, sending school administrator and counselor.

May 15th - 8 additional assessments are due - must be turned in - no late assessments are accepted after this day

May 18th - Recommend Communication Arts credit being awarded to sending school students who completed 17 assessments satisfactorily

May 22nd - last day of school

CAREER & TECHNICAL ENGLISH EMBEDDED CREDIT (assessment list)

Name: _____ Sending School: _____

Seventeen (17) required objectives must be met by each student.

COMMUNICATION ARTS

NCCC Instructor	Comm Art Instructor	Date	Assessments	Score	Notes/Info
			1. Use standard English in writing (including grammar, usage, punctuation, spelling, capitalization)		
			A. Write a business letter		
			B. Write a cover letter		
			C. Prepare a brochure		
			2. Use standard listening and speaking skills		
			A. Develop an oral presentation using an appropriate visual aid		
			B. Evaluate an oral presentation		
			3. Read and evaluate fiction		
			A. Present a report on a smaller piece of writing		
			4. Read and evaluate non-fiction and/or visual media		
			A. Complete eight (8) article reviews		
			B. Evaluate lectures, sales presentations, and/or informational presentations		
			5. Effectively form a research plan that will determine a specific use		
			A. Conduct research and create a plan		
			B. Write a multiparagraph essay (including cost of materials/supplies, labor, etc)		
			6. Write formally (reports, narratives, essays) and informally (outlines and notes)		
			A. Keep a bi-weekly journal		

			B. Interview a professional in the related area		
			C. Using internet compare or contrast two companies and/or jobs then report finding using a graphic organizer		
			D. Investigate an issue and persuade best technique (masonry block wall versus poured in place concrete or health related issue)		
			7. Use skills and knowledge with the reading process		
			A. Use related vocabulary, thesaurus, glossary and dictionary in related text		
			B. Apply pre-reading, reading and post-reading skills		
			C. Participate in a problem solving activity		
					Grade

Final Sign-off for credit:

Name

Title

Date

All work must be completed to the satisfaction of the Communication Arts instructor. All items must be checked with appropriate instructors before submitting to the Communication Arts instructor.

Career & Technical English Embedded Credit Procedure

Student Commitment Form

One hour Applied Communications credit may be awarded to those students who complete a three-hour CTE (Career & Technical Education) program and specific, additional academic criteria.

1. Attend informational meeting to inform students of the process.
2. Students interested in working toward EC (embedded credit) to sign commitment form
3. Student notebook to be set in place to accommodate graded exhibits
4. NCCC teachers check work in the student notebook and initial assessment progress.
5. English department instructor will review and initial each assessment when it meets criteria. In the event that the assessments do not meet 80 percent satisfactory, the English instructor will contact the student, NCCC instructor, NCCC director, and building principal with a form explaining correction guidelines.
6. NCCC instructor will assist student with preparation and quality of assessments (many of the exhibits will be incorporated into the CTE curriculum)
7. A total of 17 objectives must be met at 80 percent mastery in order for credit to be awarded (first quarter four (4) assessments will be mastered; second quarter five (5) assessments will be mastered; third quarter four (4) assessments will be mastered; fourth quarter four (4) assessments will be mastered. Nine (9) assessments must be mastered at 80 percent the first semester or the student will not be able to progress)
8. If a student receives an unsatisfactory grade on an assessment, a progress report will be sent to the parent/guardian, school administrator, NCCC director, and the NCCC instructor stating the student has two weeks to resubmit the assessment.
9. Mid-quarter progress reports will be mailed according to the South Harrison R-2 2006-2007 calendar year.
10. NCCC instructor and student are responsible for meeting completion timelines.
11. The student is required to meet with the English instructor as scheduled.
12. Ultimately the responsibility of completing quality work on EC assessments and meeting timelines lies with the student. Credit will only be awarded if assessments are completed according to the set criteria.

This program is voluntary. A student should not solely rely on this credit in order to meet graduation requirements. Please consult your high school counselor to determine your graduation status. (Career & Technical English is an alternative credit. Partial credit will NOT be given.) This is a PASS/FAIL credit ONLY.

Please enroll me in the Embedded Credit program. I understand it is my responsibility to complete all the necessary criteria accurately in order to receive the elective credit.

Name _____ Date _____
Student

Name _____ Date _____
Parent

Name _____ Date _____
Building Principal

Name _____ Date _____
School Counselor

Name _____ Date _____
NCCC Instructor

Name _____ Date _____
NCCC Director