Delaware Institute for Excellence in Early Childhood

Professional Development Curriculum Approval Rubric

Review Notes

If a resubmission is necessary, it is important to consider these findings when making any changes to the workshop or paperwork submitted.

Workshop Title: Workshop Code (DIEEC):

Approval Request:

Notes:

CRITERIA	DESCRIPTION	Meets/Does Not Meet	NOTES:
1. Logistics of Professional Learning	⬜ Title aligned with content area Hours: # of sessions:	⬜ Meets ⬜ Does not meet	
2. Content Area	⬜ Child Development and Learning ⬜ Environment and Curriculum ⬜ Promoting Social Emotional Development ⬜ Observation and Assessment ⬜ Health, Safety and Nutrition ⬜ Working with Families, Community ⬜ Professionalism ⬜ Management and Administration	⬜ Meets ⬜ Does not meet	
3. Level of Professional Learning	⬜ Introduction ⬜ Intermediate ⬜ Advanced	⬜ Meets ⬜ Does not meet	
4. Description	For advertising purposes	⬜ Meets ⬜ Does not meet	

5. Target Professionals	Please check all that apply: ⬚ Early Childhood Teachers and Teacher Assistants ⬚ Family Child Care Educators ⬚ Early Interventionists and Home Visitors ⬚ Early Childhood Special Educators ⬚ Directors, and Supervisors ⬚ Other (please specify)	⬚ Meets ⬚ Does not meet	
6. Development Resources	At least 50% within the last five years. APA format, current and relevant, cited in notes.	⬚ Meets ⬚ Does not meet	
7. NAEYC's Professional Standards and Competencies for Early Childhood Educators	Align workshop to professional standards and competencies.	⬚ Meets ⬚ Does not meet	
8. Overall Course Objectives	⬚ 1 per hour of instruction ⬚ Use of Bloom's Taxonomy appropriate to level	⬚ Meets ⬚ Does not meet	

9. Adult Learning Modalities	Appropriate and varied ☐ Mini-lecture ☐ Facilitated group discussion ☐ Modeling ☐ Scenario/case study/vignette ☐ Video analysis ☐ Role play/simulation game ☐ Other (list)	☐ Meets ☐ Does not meet	
10. Outline template	☐ Objectives ☐ Content ☐ Allotted time	☐ Meets ☐ Does not meet	
11. Evaluation	Summative evaluation included	☐ Meets ☐ Does not meet	
12. Activity chart template OR activities detailed in teaching notes	☐ Process ☐ Procedure ☐ Alignment to objectives	☐ Meets ☐ Does not meet	
13. Handouts	☐ Relevant to objectives ☐ Proper copyright usage	☐ Meets ☐ Does not meet	

14. PowerPoint (if applicable)	☐ Proper grammar and spelling ☐ Objectives listed ☐ Limited use of text ☐ Divided into logical sections and sequence ☐ Visually appealing and cohesive (color palette and font) ☐ Accessibility considered	☐ Meets ☐ Does not meet	
15. Teaching Notes	☐ Detailed teaching notes included: regarding content, process and procedure, cite resources (may be in PowerPoint notes OR in a Word document)	☐ Meets ☐ Does not meet	
16. Diversity	☐ Content is culturally responsive	☐ Meets ☐ Does not meet	