

Arizona Sun Corridor - Get Into Energy Consortium  
 TAACCCT Round 2 Grant (TC-23759-12-60-A-4)  
 Third Party Review of Curriculum and Related Educational Resources

College		Northland Pioneer
Course Number		HDE 103
Course Title		Workforce Skills
Item Description		New Course Form and Syllabus
Reviewed by		BP
Review Date(s)		3/24/2016
	Yes/No/DNA	Comments
Course Number	Yes	Nice and clear, designates 1 credit of lecture and 1 of lab
Course Title	Yes	
Course Description	Yes	Clear focus on NCRC skill areas!!

Pre-requisites	Yes	Satisfactory Placement statement feels a bit ambiguous. I assume the writer means based on Accuplacer. If so, that might be added for clarity.
Co Requisites	None	
Student learning outcomes and competencies are clearly identified	Yes	This is a clear list. While I might consider combining some to decrease the total objectives, this least feels pretty clear and can easily be tied to a progression of lessons and activities
Required and recommended texts and other materials are clearly identified	Yes	Text book is listed
Description of strategies for student success or available assistance	Yes	This does provide information for students with disabilities. Could be expanded to show services available to other students who have learning challenges. Also provides alternative for missed class make-up.
Description of how course prepares student for a certificate or degree	Yes	NCRC Certification and Workkeys assessments are frequently used in workforce centers to guide matching to careers. Objectives are written to be applied to any workplace setting.
Description of how course/item is relevant or applicable to occupation or industry	Yes	NCRC Certification and Workkeys assessments are frequently used in workforce centers to guide matching to careers. Objectives are written to be applied to any workplace setting.
Description of assessments, evaluation, exams and grading process	Yes	Grading tied specifically to NCRC assessments. Also provides information for test out options if student has interest.

Evidence of industry input, review and approval process	Yes	Rationale statement on New Course Form speaks of ties to Sun Corridor Get into energy consortium grant. While this is not direct evidence of industry input, it implies those programs are vetted through industry advisory groups.
Evidence of college review and approval process	Yes	New Course Form states completion date of 3/9/2014
For items not directly related to a course, any evidence of quality control process	No	
The overall quality is a sufficient representation of college and industry standards	Yes	This syllabus is well constructed and provides a very clear road-map of the course for any students. Due dates are clear, assignments are very detailed, activity assignments are noted. Score sheet attached is a clear record of progress for the individual student.
Other notes		The instructors who assembled this course syllabus are artful in sharing information with their students. There are small areas of potential improvement noted above. This course is well designed and deserves recognition!!