**Graduate School**

**Education Department**

**STUDENT PROGRESS MONITORING FORM**

**Education Specialist**

**Specialization in Educational Administration**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Bulletin: \_\_\_\_\_\_\_\_\_\_\_\_\_

After consultation with and approval by the academic advisor, my e-portfolio plans and commitments for the calendar year for academic achievements, doctoral competencies, research activities, service learning, and other progress plans are as follows:

**The Rationale & Overview of the Process**

As part of the process to ensure the quality of our graduate students, the program committee or the academic advisor will evaluate EdS students once a year.The yearly evaluation aims to ensure that the student progress is on track according to the evaluation rubric. The committee/advisor will evaluate the student’s program competencies, academic achievement, research activities, service learning, and overall professional growth to ensure satisfactory progress.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Academic Achievement | EdS EA Program Competencies | Research Activities | Service Learning |
| 1st year | * Min GPA 3.20
* Complete pre-requisites (More or less 18 units)
* Complete at least 12 credits
 | * Present e-portfolio for yearly evaluation to academic advisor
 | * Attend at least one international research conference
* Finalize research/project interest finalized
 | * Present SL proposal to academic advisor
* Render at least 50 hours of SL

  |
| 2nd year | * Min GPA 3.20
* Complete at least 34 credits
 | * Present e-portfolio for yearly evaluation to academic advisor
 | * Attend at least one international research conference
* Assist in the preparation of at least one international research conference
* Get approval for Project Committee and Prospectus
 | * Render at least 50 hours of SL (accumulated)
 |
| 3rd year |  | * Present a program e-portfolio
 | * Defend project
 | * Present SL e-portfolio, which is part of the program e-portfolio
 |
| 4th year | * Extended period
 |

1. **Academic Performance**

**Policies/Goals & The Criteria for Evaluati0n:** EdS students must maintain a minimum GPA of 3.20 every year. By the 1st year, they shall have completed all pre-requisites and earned a minimum of 12 units. By the 2nd year, they shall have completed all coursework (28 credits, accumulated) and enrolled in project (6 units). By the 3rd year, they shall have defended their project. However, under special circumstances, an EdS student is given a maximum of 10 years to complete an EdS program.

**Academic Performance (to be filled out every yearly evaluation):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | GPA | Number of Credits Earned | *(To be checked when completed)* |
| **Pre-requisites** | **Course-****Work** | **Prospectus and Project Committee** | **Project****Defense** |
| 1st year |  |  |  |  |  |  |
| 2nd year |  |  |  |  |  |  |
| 3rd year |  |  |  |  |  |  |
| Extended Period |  |  |  |  |  |  |

*\*To be filled out by the student and verified by the academic advisor*

**EVALUATION**

**1st year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Recommendations for policies, practice, future plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**2nd year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**3rd year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. **EdS COMPETENCIES**

**Polices/Goals:** EdS students must demonstrate the acquisition of their program competencies by building and presenting an e-portfolio *(please refer to the e-portfolio guidelines and evaluation rubrics, for a more detailed explanation).*

**E-portfolio evaluation (to be filled out every year):**

*Rubric: 1 = roughly meets expectations, 2 = partially meets expectations, 3 = adequately meets expectations, 4 = exceeds expectations (see e-portfolio guidelines)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Essential Learning Points | EdS EA Program Competencies | First Year | Second Year | Third Year(Presentation of a Program E-Portfolio) |
| Service | 1. Demonstrates selfless service. |  |  |  |
| 2. Conducts a needs-based, sustainable, and high-impact service learning project in the community. |  |  |  |
| Leadership | 1. Practice--s service-oriented leadership in professional and personal life. |  |  |  |
| 2. Provides vision and facilitates change in educational settings. |  |  |  |
| 3. Facilitates organizational management |  |  |  |
| 4. Prepares and trains leaders through a sustainable process. |  |  |  |
| Scholarship | 1. Engages in, disseminates, and utilizes research. |  |  |  |
| 2. Evaluates curriculum documents fairly and efficiently. |  |  |  |
| 3. Practices self-directed lifelong learning. |  |  |  |
| Global Perspective | 1. Demonstrates cross cultural understanding. |  |  |  |
| 2. Becomes a part of a collaborative, intercultural groups to achieve shared leadership imperatives. |  |  |  |
| Thinking | 1. Thinks Christianly. |  |  |  |
| 2. Exhibits creative and critical thinking skills using a formal taxonomy. |  |  |  |
| 3. Utilizes eternal principles for intelligent decision making. |  |  |  |
| Communication | 1. Utilizes technology strategically. |  |  |  |
| 2. Utilizes communication skills to promote unity and commitment among stakeholders. |  |  |  |
| Spirituality | 1. Reflects the character of Christ. |  |  |  |
| 2. Integrates faith and learning in professional and personal life. |  |  |  |
| 3. Incorporates ethical practices in all aspects of life.  |  |  |  |
| 4. Inspires others to follow Christ. |  |  |  |

*To be filled out by student*

**EVALUATION**

**1st year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Recommendations for policies, practice, future plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**2nd year:**

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Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**3rd year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. **Research Activities & Involvement**

**Policies/Goals:** EdS students must demonstrate participation and involvement in research activities. During the 1st year, they will attend at least 1 international research conference and finalize their research interest. During the 2nd year, they will attend and assist in at least 1 international research conference, and get approval for their prospectus and Project Committee. During the 3rd year, they will defend their project.

**Research Activities Evaluation (to be filled out every year):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Research Conference Attended | Research Conference Assisted | To be checked when completed |
| **Prospectus & Project Committee** | **Final Defense** |
| 1st year |  |  |  |  |
| 2nd year |  |  |  |  |
| 3rd year |  |  |  |  |
| Extended Period |  |  |  |  |

*\*To be filled by student and verified by the academic advisor*

**EVALUATION**

**1st year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Recommendations for policies, practice, future plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**2nd year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**3rd year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Recommendations for policies, practice, future plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Service Learning**

**Policies/Goals:** EdS students are required to accomplish 100 hours spent in community bodies, church-related organizations, schools, governmental or non-governmental entities, and the general public at large. The service learning requirement is student initiated and coordinated, each student may select or design activities that will contribute toward their professional/

personal development in consultation with their academic advisor (refer to the guidelines and rubric of evaluation of SL report). As a general rule, during the 1st year the students must present their SL proposal to their academic advisor and complete minimum of 50 hours of SL. By the 2nd year they must complete at least a total of 100 hours. By the 3rd year, they will present SL e-portfolio to the committee designated by the Education Department and an audience.

*Note:* *The service learning portfolio is part of the program e-portfolio.*

**Service-Learning Outcomes (to be filled out every year):**

|  |  |  |
| --- | --- | --- |
|  | Hours of SL Rendered | *(To be checked when completed)* |
| **SL Proposal** | **SL Yearly E-Portfolio Presentation** | **Program E-Portfolio Presentation** |
| 1st year |  |  |  |  |
| 2nd year |  |  |  |  |
| 3rd year |  |  |  |  |
| Extended Period |  |  |  |  |

*\*To be filled out by the student and verified by the academic advisor*

**EVALUATION**

**1st year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Recommendations for policies, practice, future plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**2nd year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Recommendations for policies, practice, future plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3rd year:**

Accomplishment Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reflections:

1. Insights gained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Recommendations for policies, practice, future plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** *This section will be filled out and signed by the academic advisor.*

**1st Year**

Evaluated by: Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2nd Year**

Evaluated by: Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3rd Year**

Evaluated by: Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_