

## **Appendix B**

### **College of Micronesia- FSM**

### **COURSE OUTLINE FORMAT**

#### **I. LEARNING OUTCOMES**

- A. Program Learning Outcomes: These are learning outcomes that address the knowledge, skills, and values students are expected to carry away from their experiences in the program. It is recommended that a program have no more than 3 – 5 program learning outcomes. If the course is English, math or a course that meets the outcomes of several different programs, list all applicable outcomes.

*Example:* SS/SC 115 Ethnobotany

1. Define and explain the concepts, principles and theories of a field of science.
2. Demonstrate cultural literacy of the Micronesian region.
3. Demonstrate the ability to read, speak and write effectively in English about Micronesian Studies Program course content.

- B. Course Learning Outcomes (General and Specific): Detailed statements about the minimum standard of performance expected of the learner in the course. SLOs are stated as measurable performance/learning indicators specific to the course.

*Example:* SS/SC 115

1. Identify local plants by local and scientific names.
  4. Communicate and describe the healing uses of local plants and the cultural contexts in which that healing occurs.
- \*It is optional to include suggested assessment criteria in the course outline.

(For other good examples please refer to education course outline ED 301b, ESS courses, or EN 110 on the VPIA website.)

#### **II. COURSE CONTENTS**

List the topics or activities to be covered in the course.

#### **III. TEXTBOOKS**

List the text or texts that are to be used and approximate cost to students.

*Example:* Allen, Warren and Klooster, Dale – Educational Technical Systems Inc. “Automated Accounting 8.0,” 8<sup>th</sup> Ed., 2003. ISBN-10: 0538435054/ISBN13: 9780538435055. \$55.00

#### **IV. REFERENCE MATERIALS**

List available reference materials that will contribute to the course.

*Example:* (From EN 2XX Lit. of Fantasy and Sc. Fiction)

### **LRC Reference Sources:**

*Prentice Hall Anthology of Fantasy and Science Fiction*

*The Norton Book of Science Fiction*

*Tales before Tolkien : The Roots of Modern Fantasy.* New York : Del Rey/Ballantine Books, 2003. LRC: PR1309.F3T34 2003

Burgess, Michael, 1948- *Reference Guide to Science Fiction, Fantasy, and Horror.* Westport Conn. : Libraries Unlimited, 2002. LRC: Ref.Z5917.S36B87 2002

## **V. REQUIRED COURSE MATERIALS**

Materials that students need in order to participate actively in the course.

## **VI. INSTRUCTIONAL MATERIALS/EQUIPMENT AND COST FOR THE COLLEGE**

List multi-media materials, special equipment, guest speakers, and field trips you plan to use in the course and indicate the costs of materials and activities to the institution.

## **VII. METHODS OF INSTRUCTION**

List proposed plans for the teaching of the course such as lecture, group discussion, reports, and laboratory investigation etc.

*Example:* Lecture/Discussion, Demonstration, Peer Groups, In-class activities/exercises, required reading

## **VIII. EVALUATION**

List methods of measurement that will determine student's grade. Examinations should measure the achievement of course objectives. Explain experiences to be measured and papers, reports, tests, attendance etc. that will determine student's grades for the course.

*Example:* A student is provided three (3) chances to achieve each student learning outcome with points of decreasing value assigned to each try. A Heritage Language Booklet, comprised of lessons developed in the heritage language, must be submitted at the conclusion of the course. A final percentage will be calculated by dividing the total points earned by the total points possible, and grades will be assigned according to the following: 90-100%A; 80-89%B; 70-79%C; 60-69%D; below 60%F. Outcomes 2a, 2d, 2g, 3a, 4d and 5e must be met to pass the course. Also, students who fail to meet the minimum requirements of five (5) or more outcomes or fail to submit the Heritage Language Booklet will automatically fail the course. Opportunities for bonus points will be provided at the discretion of the instructor. (ED 301b)

## IX. CREDIT-BY-EXAMINATION

Indicate “none” if there is no credit-by-examination available for the course. If the course allows credit-by-examination, a copy of the exam should be attached to the course outline. Requests for credit-by-examination should be sent to Vice President for Instructional Affairs and, if granted permission, student will be given this examination after paying the required fees.

## X. ATTENDANCE POLICY

Each course description is to include an attendance policy based on COM-FSM Attendance Policy in the current catalog. This policy is to be given to the students in writing on the first day of class.

## XI. ACADEMIC HONESTY POLICY

Each course description is to include an academic honesty policy based on COM-FSM Academic Honesty Policy in the current catalog. This policy is to be given to the students in writing on the first day of class.

## Appendix C

### College of Micronesia-FSM

### COURSE OUTLINE COVER PAGE

<b>Course Title</b>	<b>Department and Number</b>
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**Course Description:**

**Course Prepared by:** \_\_\_\_\_ **Campus Site:** \_\_\_\_\_

Course Type (see definitions of course types)	Hours per Week	No. of Weeks	Total Hours	Divisor	Semester Credits
	_____	x _____	= _____		= _____
	_____	x _____	= _____		= _____
			Total	Semester credits	_____

(Hours per week x number of weeks = total hours) (Total hours/divisor = semester credits)

Divisors

Lecture: /16	Co-op education: /30	Workshop: /48	Practicum: /48
Lect./Lab: /16		Internship: /48	Field Study: /48
		Studio: /48	Lab: /48

**Purpose of Course:**

Degree Requirement	_____
Degree Elective	_____
Certificate	_____
Other	_____

**Prerequisite Course(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature, Chairperson, Curriculum Committee**

\_\_\_\_\_  
**Date Approved by Committee**

\_\_\_\_\_  
**Signature, President, COM-FSM**

\_\_\_\_\_  
**Date Approved by President**

**Definitions of Course Types**

**Lecture:** A class conducted in a classroom setting where the instructor meets face-to-face with the students. May have elements of discussion, activity, or demonstration.

**Lab:** A class that offers the opportunity for observation, practice, and experimentation of concepts and theories taught in a related lecture class. Some examples of these courses are natural and physical sciences, and some agriculture courses.

**Lecture/Lab:** Integrated lecture and lab. An example is Safety and Maintenance of Power Tools where students listen to a lecture on the maintenance of a particular tool and then practice those maintenance skills.

**Field Study:** A directed study or research project in which a student applies principles or knowledge learned in a discipline.

**Practicum:** A course of study designed for students that involves the supervised on/off-campus practical application of previously studied materials.

**Internship:** Provides an applied, supervised experience in a field related to the student's discipline, normally off campus in business, industry, academe, education, medicine, the arts or government.

**Workshop:** This brief intensive course of instruction examines selected topics relating to a technical or professional field and includes hands-on activities.

**Studio:** A class in which students develop skills to develop a specific medium or subject matter. This may include demonstration, guided instruction, participation, presentation, and project evaluation.

**Co-op Education:** Vocational course where student is placed in the workplace to gain actual experience under supervision.

**Reference:** University of Central Oklahoma, College of Business Administration, Revised Academic Terms 9-10-03.

**Appendix D**  
College of Micronesia -FSM  
**FACILITY CERTIFICATION REPORT**

1. Course number and title \_\_\_\_\_

2. Instructor \_\_\_\_\_

3. Expected number of students in the course \_\_\_\_\_

4. Textbook Title \_\_\_\_\_ Number of copies available \_\_\_\_\_  
Author \_\_\_\_\_ Copyright date \_\_\_\_\_

5. List all required materials and equipment for the course.

\_\_\_\_\_

6. List all available materials and equipment for the course.

\_\_\_\_\_

7. Describe available laboratory facilities.

- a. Capacity \_\_\_\_\_
- b. Water supply \_\_\_\_\_
- c. Electrical supply \_\_\_\_\_
- d. Tables \_\_\_\_\_
- e. Gas supply \_\_\_\_\_
- f. Other important features \_\_\_\_\_

8. Describe available library facilities and information resources.

\_\_\_\_\_

1. Describe available copying services and audio/visual equipment.

\_\_\_\_\_

\_\_\_\_\_  
Signature of Campus Director

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Signature of Vice President for Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President, COM-FSM

\_\_\_\_\_  
Date

**Appendix E**  
College of Micronesia-FSM  
**COURSE MODIFICATION REQUEST**

_____	_____
Course Number and Title	Department

_____	_____
Recommended Course Number and Title	Department

New Course Objectives:

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New Course Description:

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Justification for Revising the Course:

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_____	_____
Division Chairperson	Date

_____	_____
Chairperson, Curriculum Committee	Date

_____	_____
President, COM-FSM	Date

<b>Official Use Only</b>
<b>New Course Number and Title:</b> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>

**Appendix F**  
College of Micronesia-FSM

**CERTIFICATE PROGRAM PROPOSAL**

1. Statement of Need
2. Objectives
3. Program Activities
4. Schedule of Course(s)
5. Description of Course(s)
6. Program Staff
7. Evaluation Procedure
8. Budget
9. Verification of Program Officials

Approved\_\_\_\_\_ Disapproved\_\_\_\_\_ Comments\_\_\_\_\_

Program Director		Date
Campus Director		Date



**Appendix G**  
College of Micronesia-FSM  
**APPLICATION FOR PROGRAM IMPLEMENTATION**

1. Name and short description of the program.

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2. Who is requesting the program? \_\_\_\_\_

3. Projected starting date of this program is \_\_\_\_\_

4. Length of the program \_\_\_\_\_

5. Potential enrollment: Check one or more of the following who completed surveys of  
\_\_\_\_\_ a) high school students interested in the program  
\_\_\_\_\_ b) undecided COM-FSM students  
\_\_\_\_\_ c) potential employers

List the number of projected students for the program: year one \_\_\_\_\_ year two \_\_\_\_\_

6. Cost per student: \$ \_\_\_\_\_ based on (no.) \_\_\_\_\_ students. Please check if COM-FSM  
Cost Analysis Study has been: Done \_\_\_\_\_ Not done \_\_\_\_\_

7. Potential job placements: Survey of Potential Employers: Done \_\_\_\_\_ Not done \_\_\_\_\_

8. Skills/Competencies to be developed in the program: List or submit course or  
workshop outlines which include these. Check one: Included or attached \_\_\_\_\_ Not  
included \_\_\_\_\_

9. Resources available to implement the program.  
List \_\_\_\_\_

10. If an academic transfer program, check one or both of the following:  
\_\_\_\_\_ meets articulation agreement requirements. List the schools which have these  
articulation agreements.  
\_\_\_\_\_ courses are transferable to other programs. List or attach a list of each course and  
the academic program to which that course could be transferred.

11. Describe the proposed program's impact on other programs or the COM-FSM  
system.

## Appendix H

### College of Micronesia-FSM

#### PART-TIME INSTRUCTOR APPLICATION

##### 1) General Information:

Last	First	Middle	Birth date	Sex	Social Security No.
Home Address					Citizenship

##### 2) Courses: (Not more than four)

Title and Number of Course(s) to be Taught

Credit

1.

2.

3.

4.

##### 3) Academic Training:

a. Kind of Degree(s)

Major

Minor

Major

Minor

Major

Minor

##### 4) Job Experience:

a. Teaching Experience

School

Subject

Duration

Level

b. Other Job Experience

Job

Location

Level

Attach Official post-secondary transcript, 2 reference letters and resume' to the application. NOTE: All transcripts from non-U.S. institutions must be evaluated for U.S. equivalency.

I certify that information provided here is complete and true.

Signature of Applicant	Date
Verified by Campus Director: Signature	Date
Recommended by Curriculum Subcommittee	Date
Approved by Chairperson, Curriculum Committee	Date

**Appendix I**  
College of Micronesia-FSM  
**LETTER OF RECOMMENDATION**

**TO BE COMPLETED BY THE APPLICANT**

1. Name: \_\_\_\_\_
2. State Campus Director: \_\_\_\_\_
3. Courses Applying for: \_\_\_\_\_
4. Name and Title of Reference: \_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY THE REFERENCE PERSON**

1. Length of time you have know the applicant \_\_\_\_\_
2. Your professional association with the applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Your knowledge of the applicant's ability to teach the above course(s)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Your evaluation of the applicant's effectiveness as a teacher.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Personal qualities and characteristics that, in your opinion, make the applicant well suited for this assignment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Signature of Reference Person

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Date

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Address  

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**Please return completed form to State Campus Director.**

## **Appendix J**

### **College of Micronesia-FSM**

#### **QUALIFICATION GUIDELINES FOR PART-TIME INSTRUCTORS**

The guidelines which appear below are the established criteria for determining the qualifications of part-time instructor. The guidelines are identical to those employed for full-time regular instructors and are applicable to state campus instructors teaching COM-FSM credit courses:

1. Doctorate degree from an accredited institution with major in the subject area.
2. Masters degree from an accredited institution with major in the subject area.
3. Masters degree from an accredited institution with minor in the subject area and at least one year of teaching experience at a postsecondary institution, or appropriate equivalent experience.
4. Masters degree from an accredited institution with at least 12 credit hours in the subject area and at least two years of teaching experience at a postsecondary institution, or appropriate experience.
5. Baccalaureate degree from an accredited institution with major in the subject area and at least one year of teaching experience at a postsecondary institution or appropriate equivalent experience.\*
6. Baccalaureate degree from an accredited institution with a minimum of 15 semester credits in the subject area and at least three years of teaching experience at a postsecondary institution, or appropriate equivalent experience.\*
7. An applicant whose qualification is unquestionable because of his/her outstanding academic credentials and his/her affiliation with a prestigious organization may be given initial approval without his/her college transcript but should later provide a copy of his/her transcript for the file.
8. An applicant who graduated from foreign institution(s) must have his/her transcript(s) evaluated by recognized U.S. evaluating agencies.

\*The Board of Regents in their September 2005 meeting approved an addition to this policy on minimum qualifications for part-time instructors. The approved policy requires the same minimum qualifications for both full-time and part-time instructors (Master's with major in the subject area) with the exception of Exercise Sports Science Instructors. Beginning Fall 2008, all teaching part-time instructors must meet the prescribed minimum qualifications in their respective areas to teach at the college.

## Appendix K

### College of Micronesia-FSM

#### STUDENT EVALUATION

Instructor \_\_\_\_\_ Course Number and Title \_\_\_\_\_

**Directions:** Please carefully evaluate the following as they relate to this instructor and course. Circle the number that best indicates your answer to each statement. DO NOT sign your name.

The Instructor	Never	Rarely	Sometimes	Usually	Always
1. Keeps regular schedule, every class day.	1	2	3	4	5
2. Shows interest in the subject.	1	2	3	4	5
3. Gives individual help as needed.	1	2	3	4	5
4. Avails himself/herself for student conference.	1	2	3	4	5
5. Welcomes questions, suggestions, and discussions from students.	1	2	3	4	5
6. Shows interest and respect for students.	1	2	3	4	5
7. Helps the students in meeting individual learning needs.	1	2	3	4	5
8. Uses classroom/lab time fully.	1	2	3	4	5
9. Provides clear directions for assignments and instruction.	1	2	3	4	5
10. Grades fairly.	1	2	3	4	5
11. Makes the purpose of the course clear.	1	2	3	4	5
12. Talks clearly and at an easy-to-follow speed.	1	2	3	4	5
13. Paces the lessons well with activity as well as lecture.	1	2	3	4	5
14. Makes the course interesting.	1	2	3	4	5
15. Textbook was appropriate and helpful.	1	2	3	4	5

**Comments:**

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**Term and School Year** \_\_\_\_\_

**Appendix L**  
**College of Micronesia-FSM**  
**College Of Micronesia-FSM Instructional Faculty Evaluation Form**

Instructor's Name: \_\_\_\_\_ Division: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Period covered.

From: \_\_\_\_\_ To: \_\_\_\_\_

[ ] Annual Review [ ] Step Increase [ ] Contract Renewal [ ] 6 Months Review [ ]  
 Other

<b>Supervisor's summative review section</b> (chair, state campus director, or other supervisor. Respond to applicable sections)	<b>Satisfactory</b>	<b>Needs Improvement</b> (include specifics in comments)
<b>1. SUBJECT MATTER CONTENT</b> (shows good command and knowledge of subject matter of the course)		
<b>2. STUDENT LEARNING OUTCOMES</b> (shows responsibility for student progress toward achieving stated learning outcomes, communicates desired learning outcomes to the students, shows a commitment to effectiveness in producing those learning outcomes)		
<b>3. ORGANIZATION</b> (organization of subject matters; methods of presentation, evidence of preparation; thoroughness; clear objectives; emphasis and summary of main points, meets class at scheduled time)		
<b>4. RAPPORT</b> (holding interest of students; commanding their respect; fairness and impartiality; encourages participation)		
<b>5. TEACHING METHODS</b> (use of teaching aids, materials, and techniques; variety; balance; imagination)		
<b>6. PRESENTATION</b> (delivery; projection; clarity and precision; use of English)		
<b>7. MANAGEMENT</b> (attention to classroom routine; leadership ability; discipline and control)		
<b>8. PROFESSIONALISM</b> (adheres to the professional code of ethics)		
<b>9. SENSITIVITY</b> (exhibits sensitivity to students' and colleagues' personal culture, and gender differences, in a non-threatening learning environment)		
<b>10. ASSISTANCE TO STUDENTS</b> (assists students with academic problems, participates in college advising system)		
<b>11. PERSONAL</b> (evidence of self-confidence; professional appearance)		
<b>12. DIVISION RESPONSIBILITIES</b> (recommends textbooks, performs assigned duties during registration, presents problems and recommendations to supervisor, prepares course outlines, submits syllabi, maintains regular office hours, submits deficiency lists, submits grades, submits other required reports)		
<b>13. SERVICE TO COLLEGE AND COMMUNITY</b> (attends and participates in commencement exercises, attends assigned committee meetings, service to the community)		

**This section is for faculty with chair responsibilities**

<b>Supervisor's summative review section</b> (state campus director, or other supervisor. Respond to applicable sections)	<b>Satisfactory</b>	<b>Needs Improvement</b> (include specifics in comments)
<b>C1. DUTY COMPREHENSION</b> (shows good understanding of his or her duties as a supervisor)		
<b>C2. PLANNING</b> (shows ability to effectively prioritize, create time lines, and delegate tasks to their staff)		
<b>C3. MENTORING</b> (works with staff and/or faculty if appropriate to improve their job performance throughout the year)		
<b>C4. LEADERSHIP</b> (inspires and directs faculty member to achieve department and institution goals)		
<b>C5. COMMUNICATION</b> (keeps faculty/staff informed on items that affect their jobs)		
<b>C6. FAIRNESS</b> (treats staff/faculty equally and consistently over time)		
<b>C7. CONFLICT RESOLUTION</b> (proficient at handling conflict in their department)		
<b>C8. EVALUATION</b> (follows through on the performance evaluation process)		

**EMPLOYEE'S COMMENTS:**

**Employee:** My signature below indicates that I have read and discussed this evaluation with my supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

### Primary Supervisor or Coordinator

My signature below indicates that I have discussed the evaluation with the employee, given a copy of this evaluation to the employee, regularly and directly observed the performance of the employee on the job factors which I have evaluated, and read and understood the Performance Evaluation instructions.

\_\_\_\_\_  
Signature      Date      Supervisor's Signature      Date      Co-Supervisor's

### **Vice President of Instructional Affairs (VPIA)**

My signature below indicates that I concur with the supervisory rating evaluation of the employee and approve the recommended rating.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> VPIA's Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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**HUMAN RESOURCES OFFICE**  
(for HRO use only)

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Salary Increment Increase Effective Date: \_\_\_\_\_ Step: \_\_\_\_\_ Amount: \$\_\_\_\_\_

Contract Renewal Effective Date: \_\_\_\_\_ NTE: \_\_\_\_\_ Step: \_\_\_\_\_ Amount: \_\_\_\_\_  
\$ \_\_\_\_\_

**Human Resources Director:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Appendix M**  
College of Micronesia-FSM

**PEER INSTRUCTION EVALUATION**  
**(Optional)**

Instructor: \_\_\_\_\_

Course Number and Title \_\_\_\_\_ Selection \_\_\_\_\_

1. Instructor's interest in and enthusiasm for the subject.

Comment: \_\_\_\_\_  
\_\_\_\_\_

2. Techniques and methods used to present subject matter. (Innovative, imaginative, versatile, interesting)

Comment: \_\_\_\_\_  
\_\_\_\_\_

3. Student interest and enthusiasm. (Apparent student response and attitude toward teacher)

Comment: \_\_\_\_\_  
\_\_\_\_\_

4. Instructor's interest in instructional improvement. (Accepting suggestions and constructive criticisms, etc.)

Comment: \_\_\_\_\_  
\_\_\_\_\_

5. Are the course objectives clear?

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

6. Does the instructor follow course outline?

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

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

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

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

## Appendix N

### College of Micronesia-FSM

#### INSTRUCTOR SELF-EVALUATION (Optional)

##### I. General Characteristics

1. Appearance

2. Ability to get along

3. Health

4. Attendance Record

Acceptable

Unacceptable

##### II. Professional Inventory

Circle number that best represents your feeling about your performances.

1. I feel my knowledge of my teaching is	Poor 1	2	3	4	Excellent 5
2. I feel my knowledge of individual student's interest, abilities and needs is:	Poor 1	2	3	4	Excellent 5
3. I believe the goals and objectives for my lessons are:	Not Clear 1	2	3	4	Very Clear 5
4. I believe that my goals and objectives for my lessons are to my students:	Poor 1	2	3	4	Excellent 5
5. The classroom procedures that I use are:	Confusing 1	2	3	4	Well Organized 5
6. My lessons for the students are:	Boring 1	2	3	4	Very Interesting 5
7. My concerns for each student are:	Poor 1	2	3	4	Outstanding 5
8. My grading practices are:	Not Fair 1	2	3	4	Very Fair 5
9. I come to my classes:	Poorly Prepared 1	2	3	4	Well Prepared 5
10. The homework I assign is:	Not Purposeful 1	2	3	4	Very Purposeful 5
11. My control of the class is:	Poor 1	2	3	4	Excellent 5
12. My students treat me with:	Disrespect 1	2	3	4	Respect 5
13. I would rank myself, compared to other teachers, as:	Poor 1	2	3	4	Outstanding 5

Instructor's Signature: \_\_\_\_\_

**Instructor**

Date: \_\_\_\_\_

**Date**

## Appendix Q

College of Micronesia-FSM

### NON-CREDIT COURSE OUTLINE COVER PAGE

<b>Course Title</b>	<b>Non-Credit Number</b>
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**Course Description:**

**Course Prepared by:** \_\_\_\_\_ **State** \_\_\_\_\_

	Hours per Week		No. of Week		Total Hours		Semester Units
Lecture	_____	x	_____	x	_____	=	_____
Laboratory	_____	x	_____	x	_____	=	_____
Workshop	_____	x	_____	x	_____	=	_____
<b>Total Non-credit Units</b>							_____

**Purpose of Course:**

Certificate	_____
Remedial	_____
Other	_____

**Prerequisite Course(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature, Chairperson, Curriculum Committee**

\_\_\_\_\_  
**Date Approved by Committee**

\_\_\_\_\_  
**Signature, President, COM-FSM**

\_\_\_\_\_  
**Date Approved by President**

## Appendix U

### College of Micronesia-FSM

#### Training Evaluation

Instructor \_\_\_\_\_ Course/Training Title \_\_\_\_\_

**Directions** Please carefully evaluate the following as they relate to this instructor and course. Circle the number that best indicates your answer to each statement. DO NOT sign your name.

<b>The Instructor</b>	Never	Rarely	Sometimes	Usually	Always
1. Keeps a regular schedule and use allotted training time fully.	1	2	3	4	5
2. Demonstrates thorough and expert knowledge in the subject.	1	2	3	4	5
3. Gives assistance as needed to individuals and to participants to meet outcomes.	1	2	3	4	5
4. Encourages group discussions and participation.	1	2	3	4	5
5. Shows interest and respect for participants.	1	2	3	4	5
6. Provides quality materials and handouts with clear instructions.	1	2	3	4	5
7. Makes training clear and interesting to meet outcomes.	1	2	3	4	5
8. Lecture clearly and paces lessons with activities.	1	2	3	4	5
9. Utilizes resources, tool, equipment and technology.	1	2	3	4	5
10. Well prepared and organize for the training.	1	2	3	4	5
11. Training session met my expectations.	1	2	3	4	5

Comments:

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## Appendix V

### College of Micronesia-FSM

#### REPORT AT END OF EACH MODULE/ TRAINING

#### Training by COM-FSM

Module/Training Name: \_\_\_\_\_

Module/Training Duration: \_\_\_\_\_

State: \_\_\_\_\_

Training Dates: \_\_\_\_\_

Instructor: \_\_\_\_\_

Name of Participant	Grade/ Rating for Training	Attendance (e.g. 4 out of 5 days)	Additional Comments

General Comments on the Module/Training: (attendance, curriculum, ability of participants to handle the material, etc)

Recommendations (if any):

Signed \_\_\_\_\_  
Instructor Date

Signed \_\_\_\_\_  
Administrator – COM-FSM Date

## Appendix W

**College of Micronesia-FSM  
P. O. Box 159  
Kolonia, Pohnpei FM 96941**

### CEU Special Contract

#### B. Checklist

Date Received: \_\_\_\_\_

Name: \_\_\_\_\_

Campus: ☐ Chuuk ☐ Kosrae ☐ Pohnpei ☐ Yap ☐ National ☐ FSM/FMI

Semester: ☐ Fall \_\_\_\_\_ ☐ Spring \_\_\_\_\_ ☐ Summer \_\_\_\_\_

	Comments
Description of services	
Contract Total	
Resume attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### CEU course(s):

Course Number & Title	Contract term (hr)	Total

#### Basis of Calculation

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix X**  
College of Micronesia -FSM

**PROGRAM MODIFICATION REQUEST**

AA in Teacher Prep & 3<sup>rd</sup> Year Cert.  
\_\_\_\_\_  
Program Title

Education  
\_\_\_\_\_  
Division

\_\_\_\_\_  
Department

New Program Objectives:  
See attached.

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New Program Description:

See attached.

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Justification for Revising the Program:

See attached.

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\_\_\_\_\_  
Division Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Curriculum Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, COM-FSM

\_\_\_\_\_  
Date

<b>Official Use Only</b>
<b>New Program and Credits:</b>