



Project/Lab Banner with a unique picture that reflects your assessment. Your instructional designer can help, just add copyright free image.

Brief, but descriptive Project/Lab Title

Should match the assignment title in LMS and file name

Introduction and/or Background

Provide a brief summary of the specific learning that students will utilize in this project/lab and/or how this skill will apply in industry.

Objectives

In this project/lab the student will:

- *List what the student will accomplish*
- *If there is more than one objective, use bullets*
- *Verify that the objective verbs match the learning objectives from the course*

Equipment/Supplies Needed

- *List any equipment that the student will need in order for them to complete the project/lab.*
- *Use bullets*

Safety

- *List any safety concerns for the activity*

Procedure

1. *The steps are numbered.*
2. *Each step begins on a new line. If possible, avoid splitting a step across two pages.*
3. *The steps are written in complete sentences.*
4. *The language is clear, plain, concise and free of grammatical errors.*
5. *Personal pronouns (such as I, he/she, it, you, we) are not used.*
6. *The steps are written in the most sensible and efficient sequence.*
7. *Insert pictures are used to illustrate steps. Make them large enough to be read without zooming in.*
8. *Use tabs, bullets, italics, bolding, colors, etc to draw attention to important information.*
9. *If students need to screen capture or video record their performance, indicate before the step.*

Assignment

Provide details on how will students show mastery?

- *In a hands on lab environment with instructor present.*
- *Upload pictures documenting student performance to google drive. Submit link to LMS for grading.*
- *Upload video documenting student performance to google drive or YouTube. Submit link to LMS for grading.*
- *Select a rubric and edit criteria to match assignment.*

*Footer- Select Insert, Header & Page Number, Footer, see format below, add spaces between title & page number
Page Numbers- Select Insert, Header & Page Number, lower right hand side*

Rubric

Checklist/Single Point Mastery

<u>Concerns</u> Working Towards Proficiency	<u>Criteria</u> Standards for This Competency	<u>Accomplished</u> Evidence of Mastering Competency
	Criteria #1: Description reflecting achievement of mastery level of performance	
	Criteria #2: Description reflecting achievement of mastery level of performance	
	Criteria #3: Description reflecting achievement of mastery level of performance	
	Criteria #4: Description reflecting achievement of mastery level of performance	

Analytic Rubric

Standards for This Competency	EXEMPLARY	ACCOMPLISHED	DEVELOPING	BEGINNING
Criteria #1	<i>Description reflecting achievement of mastery level of performance</i>	<i>Description reflecting partial achievement of mastery level of performance</i>	<i>Description reflecting minimal achievement of mastery level of performance</i>	<i>Description reflecting no achievement of mastery level of performance</i>
Criteria #2	<i>Description reflecting achievement of mastery level of performance</i>	<i>Description reflecting partial achievement of mastery level of performance</i>	<i>Description reflecting minimal achievement of mastery level of performance</i>	<i>Description reflecting no achievement of mastery level of performance</i>
Criteria #3	<i>Description reflecting achievement of mastery level of performance</i>	<i>Description reflecting partial achievement of mastery level of performance</i>	<i>Description reflecting minimal achievement of mastery level of performance</i>	<i>Description reflecting no achievement of mastery level of performance</i>
Criteria #4	<i>Description reflecting achievement of mastery level of performance</i>	<i>Description reflecting partial achievement of mastery level of performance</i>	<i>Description reflecting minimal achievement of mastery level of performance</i>	<i>Description reflecting no achievement of mastery level of performance</i>

- Add or delete criteria as needed.
- Don't use subjective terms in descriptions
 - For example, Exemplary would be ALWAYS where Beginning would be NEVER.
- Use parallel language in descriptions

Formatting:

TSTC XXXX ##### Brief, but descriptive Project/Lab Title

Line Spacing:

Entire document 1.15



Between sections and between text and pictures, insert a blank line by hitting Enter.

Fonts:

Use Sans Serif for text:

Arial, **Impact**, Roboto, Trebuchet MS, Verdana, Montserrat, Nunito, Oswald,

Use Serif for accent text:

Courier New, EB Garamond, Georgia, Times New Roman, Lora, Merriweather, Playfair Display, Spectral

- *Save the document to the Curriculum folder in the appropriate Unit folder.*
- *Title the document with a descriptive word for the assignment and then the full title of the assignment.*
For example: Lab- Installing a Thermostat or Project- Designing a Small Office.
- *Download the file as a pdf and upload the new pdf file to the same Unit folder.*
- *Use the shared link from Google to create a Hyperlink in the LMS.*
Hyperlink text should be descriptive and make sense when out of context. For example, avoid click here.