CTE Categories Hallmark Questions

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CTE Written Communication Hallmark Questions
(Please address the questions below.)

1. **The course emphasizes the differences between academic, business, and technical writing and the fundamentals of composition, including a working knowledge of the three basic requirements of any writing task: purpose, subject, and audience.**

   Does the course provide the student with a skill to write compositions with a clear purpose, knowledge of the subject, and awareness of the reader? Yes  No

   If yes, in what way does the course help the students understand these basic requirements?

   How does the course require students to demonstrate this knowledge in its assigned papers?

   Does the course spend significant time distinguishing the styles of letters and memos with college essays and research papers? Yes  No

   If yes, how is this achieved?

   What requirements of the course demonstrate this understanding?

2. **The course requires application of the complete writing process – planning, drafting, composing, revising, editing, and proofreading – in order to produce quality writing that satisfies a variety of academic, technical, business, and research purposes and is consistently focused, organized, coherent, and free of major grammatical and mechanical errors.**

   Do students learn the process of generating ideas, developing details, providing support, organizing, revising, editing, and proofreading when working on assignments? Yes  No

   If yes, in what way does the course teach this process?

   Does the course provide methods for students to achieve quality writing of college papers, memos, letters, and other documents with focus, organization, coherences and correct use of grammar and diction? Yes  No

   What specific methods are used? How does the course require students to demonstrate the knowledge gained?

3. **The course requires at least 2,500 words of college-level writing.**

   How many papers are assigned during the semester and for what minimum wordage?

4. **The course promotes appreciation of the features, history, and significance of excellent business, technical, and contemporary writing.**

   Do students read and respond analytically to essays, articles, or works of literature, or to examples of quality progress reports, evaluation reports, or other business writing? Yes  No

   If yes, list these readings and explain the ways the class works with these readings?

   How does the course require students to demonstrate their appreciation of good examples of writing?

   Do students read and respond analytically to essays, articles, or works of literature, or to examples of quality progress reports, evaluation reports, or other business writing? Yes  No

   If yes, list these readings and explain the ways the class works with these readings?

   How does the course require students to demonstrate their appreciation of good examples of writing?
CTE Numeracy and Logical Reasoning  Hallmark Questions
(Please address the questions below.)

1. The course promotes the recognition of formal numerical and symbolic systems and an understanding of what they represent.

Does the course require students to demonstrate their knowledge of the meaning and use of formal numerical and symbolic systems? Yes / No

What are students asked to do to demonstrate this knowledge?

What specific skills are the students evaluated on?

2. The course involves the basic operating principles or rules that govern the use of those formal systems.

Does the course require students to demonstrate their understanding of the established rules and principles regarding how to use formal numerical and symbolic systems of representation. Yes / No

What are students asked to do to demonstrate this knowledge?

What specific skills are the students evaluated on?

3. The course promotes an understanding of the connection between real-world problems and their expression and solution in the language of formal systems.

Does the course require students to apply an understanding of the use of formal symbols to how they apply to addressing real-world issues and problems? Yes / No

What are students asked to do to demonstrate this knowledge?

What specific skills are the students evaluated on?

4. The course emphasizes the ability to analyze a problem and correctly select the means by which it can be solved.

Does the course require students to engage in analysis of problems and demonstrate their ability to choose which formal numerical or symbolic system can be used to solve these problems? Yes / No

What are students asked to do to demonstrate this knowledge?

What specific skills are the students evaluated on?
1. The course enables students to identify and apply scientific language, concepts, assumptions, and processes.

Does the course enable students to identify and apply scientific language, concepts, assumptions, and processes? Yes  No
If yes, what scientific language, concepts, assumptions, and processes are used in the course?  (An example would be the use of scientific terminology that is specific to the discipline. For instance, in a chemistry course, in describing atomic theory; students should use terms like protons, neutrons, and electrons and demonstrate that students understand the concepts behind these terms. Or, are assumptions behind the discipline explored? Another example could be the assumptions in Dalton’s atomic theory that all atoms of an element are identical as well as the consequences of holding that assumption.)

What are students asked to do to demonstrate this knowledge?

2. The course promotes knowledge of the use of scientific methods and reasoning in science.

Does the course promote methods and reasoning? Yes No
What topics are covered and in what level of detail? (i.e., How are the scientific methods discussed and how is it applied to the course? For lecture courses, are course materials based in the scientific method? Does the course give students direct experience in systematic observation, measurement, and experiment? Does it also give experience in the formulation, testing, and modification of hypotheses? Laboratory courses should show that the course is based on the scientific method in terms of analysis of data derived in the lab. For example, how did Dalton use the laws of conservation of mass, multiple proportions, and definite proportions in order to create his atomic theory.)

What are students asked to do to demonstrate this knowledge?

3. The course enables students to analyze and interpret scientific evidence.

Does the course cover the analyzing and interpreting of scientific evidence? Yes No
What topics are covered and in what level of detail? (Examples of what is not scientific include basing a theory on a model rather than data, correlation studies, a hypothesis as a conclusion, etc. How is data collected and analyzed? If unproven topics like string theory are discussed, how is it shown that string theory is not valid because it is not experimentally verified? In short, show that the basis for the class is experimentally determined data and that the students uses this data to come up with adequate conclusions. For example, if studying gravity, show how objects of different masses fall at the same rate neglecting drag.)

What are students asked to do to demonstrate this knowledge?

4. The course promotes the ability to evaluate and apply scientific information to support interpretations and analyses.

Does the course promotes the ability to evaluate and apply scientific information to support interpretations and analyses? Yes No
What topics are covered and in what level of detail? (i.e., How is the course based off experimental evidence? How is scientific reasoning used to support conclusions? This can include theories in lecture classes or the practical application of measurements in laboratory classes. Continuing with the chemistry example, how was Dalton’s atomic theory proved wrong by the Rutherford experiment.)

What are students asked to do to demonstrate this knowledge?
CTE Computing and Information Literacy Hallmark Questions
(Please address the questions below.)

1. **The course involves the use of a variety of computer applications to deal with a wide variety of tasks and enables students to judge which application is most appropriate for each.**

   What applications does the course use? An example would be MS Office: Word, Excel, database management, PowerPoint.
   What kind of projects, assignments, or activities are required in order for students to demonstrate their ability to judge the appropriateness of each of the applications used?

2. **The course focuses on a variety of ways to create or edit media-rich documents and multi-media presentations for use in a variety of contexts.**

   What type of projects, assignments, activities and/or lecture topics does the course contain that involve the creating and editing a combination of: 1.) a document containing both text and image; 2.) a PowerPoint presentation; and / or 3.) a web page that contain still and motion images as well as audio?

3. **The course helps students determine the nature and extent of information needed and how to access and use that information effectively, efficiently, ethically, and legally to accomplish a specific task.**

   What is the extent of research assignments and/or projects the course requires?

4. **The course promotes the evaluation of information and its sources critically; involves students in organizing, synthesizing, and processing information for specific purposes; and helps students incorporate selected information into their knowledge bases and value systems.**

   How are the various sources of information students use evaluated? (i.e., strengths, weakness, credibility, etc. of one site over another?)
   How do students (in specific) learn about the economic, legal, and social issues surrounding the use of information?
   How are they taught to access and use information ethically and legally?
CTE Humanities and Fine Arts Hallmark Questions

(Please address the questions below.)

1. The course promotes knowledge of the major trends, persons, and events in the historical development of world cultures.

   Does the course content devote time tracing the stories of major events and influences in the historical experience of world cultures? Yes / No

   What topics are covered?
   In what level of detail?
   What are students asked to do to demonstrate this knowledge?

2. The course promotes an understanding of how the arts and humanities reinforce human values and constitute significant human activity in the creation and expression of those values.

   Does the course specifically address topics that develop student understanding of how art and other humanities disciplines (e.g. philosophy, religion, history, political science, literature, interdisciplinary studies) are areas of thought and expression that help societies define and explore human values? Yes / No

   What topics are covered?
   In what level of detail?
   What are students asked to do to demonstrate this knowledge?

3. The course promotes the critical evaluation of different points of view and helps students develop reasoned and persuasive arguments in support of different historical, philosophical, religious, political, and ethical concerns or issues.

   Does the course cover areas where there are debates and differences related to understanding human society and experiences (e.g. debates about causes and effects of historical events, or issues in philosophy, differences between religions, or debates about political topics or ethical issues?) Yes / No

   What topics are covered?
   In what level of detail?
   What are students asked to do to demonstrate this knowledge?

4. The course promotes an understanding and ability to interpret, through critical inquiry or direct experience, one or more forms of artistic and humanistic expression (e.g., writing, visual or performing arts, historical analysis, philosophical inquiry).

   Does the course requires students to show – by analyzing and interpretation, or applying in practice – their awareness of how ideas are expressed through creative mediums (art, writing, philosophical ideas, historical theories etc.) Yes / No

   What topics are covered?
   In what level of detail?
   What are students asked to do to demonstrate this knowledge?
CTE Social Science Hallmark Questions
(Please address the questions below.)

1. The course helps students think critically about one’s own behavior in society and the larger global community.

Does the course content include examining one’s own behavior in society and the larger global community? yes  no
If yes, what aspect? (i.e., social norm: appropriate or inappropriate behavior; action and reaction, etc.)
How does the course require students to demonstrate knowledge gained? (Projects, papers, etc.)

2. The course promotes knowledge of multiple methodologies and theoretical approaches in understanding human behavior and societies.

Does the course content include concepts, models, practices, or issues of concern in the scientific understanding of human behavior and societies? yes  no
If yes, which methods, such as interviews, case studies, observation, focus groups, surveys, experiments, and literature reviews, are employed in this course?
What does the course require of students in order to demonstrate knowledge gained by the quantitative and/or qualitative methods employed in understanding human behavior and societies?

3. The course helps students synthesize and apply social science concepts to understand human behavior and societies.

Does the course content use social science concepts to explain human behavior and interactions? yes  no
If yes, which social science concepts? (i.e., geographic: cultures and cultural diversity, civic: justice, economics, historical origins or eras, violations: human rights, peace, value, power, etc.)
How does the course require students to demonstrate knowledge gained?

4. The course enables students to show how principles from social sciences can be used to make informed, reasoned, and ethical personal choices to form public policy.

Does the course content include social science principles? yes  no
If yes, which social science principles? (Public policy dealing with social issues. i.e., guidelines, principles, legislation and activities that affect the living conditions conducive to human well being: welfare, social security, unemployment, environmental policy, pensions, healthcare, housing, child protection, social exclusion, education, crime and criminal justice, etc.)
How does the course require students to demonstrate knowledge gained can be used to make informed, reasoned, and ethical personal choices to form public policy?
CTE Oral Communication Hallmark Questions
(Please address the questions below.)

1. The course promotes the ability to conduct research, select strong supporting material, and organize information in a way that fulfills the purpose and enhances the clarity of a message, and is appropriate to the audience and context.

   Does the course require students to research information, and then organize and present that information effectively to a defined audience? Yes / No

   What is the nature of the work required to demonstrate these abilities?

   What specific skills are the students evaluated on?

2. The course helps students to demonstrate verbal and non-verbal behavior that clearly conveys a message, maintains audience attention and interest, and enhances their credibility.

   Does the course require students to be aware of and practice effective verbal and non-verbal communication in which necessary information is imparted to an intended audience and professional credibility is enhanced? Yes / No

   What is the nature of the work required to demonstrate these abilities?

   What specific skills are the students evaluated on?

3. The course helps students to effectively manage anxiety and exhibition confidence, professionalism, and composure in the interpersonal setting and when delivering a public presentation.

   Does the course require students to perform public speaking and practice interpersonal communication that explicitly requires overcoming anxiety and promotes professional composure? Yes / No

   What is the nature of the work required to demonstrate these abilities?

   What specific skills are the students evaluated on?

4. The course helps develop effective listening skills in order to respond appropriately in interpersonal and public speaking contexts.

   Does the course require students to demonstrate listening skills and active engagement in interpersonal communications as well as public speaking situations? Yes / No

   What is the nature of the work required to demonstrate these abilities?

   What specific skills are the students evaluated on?