



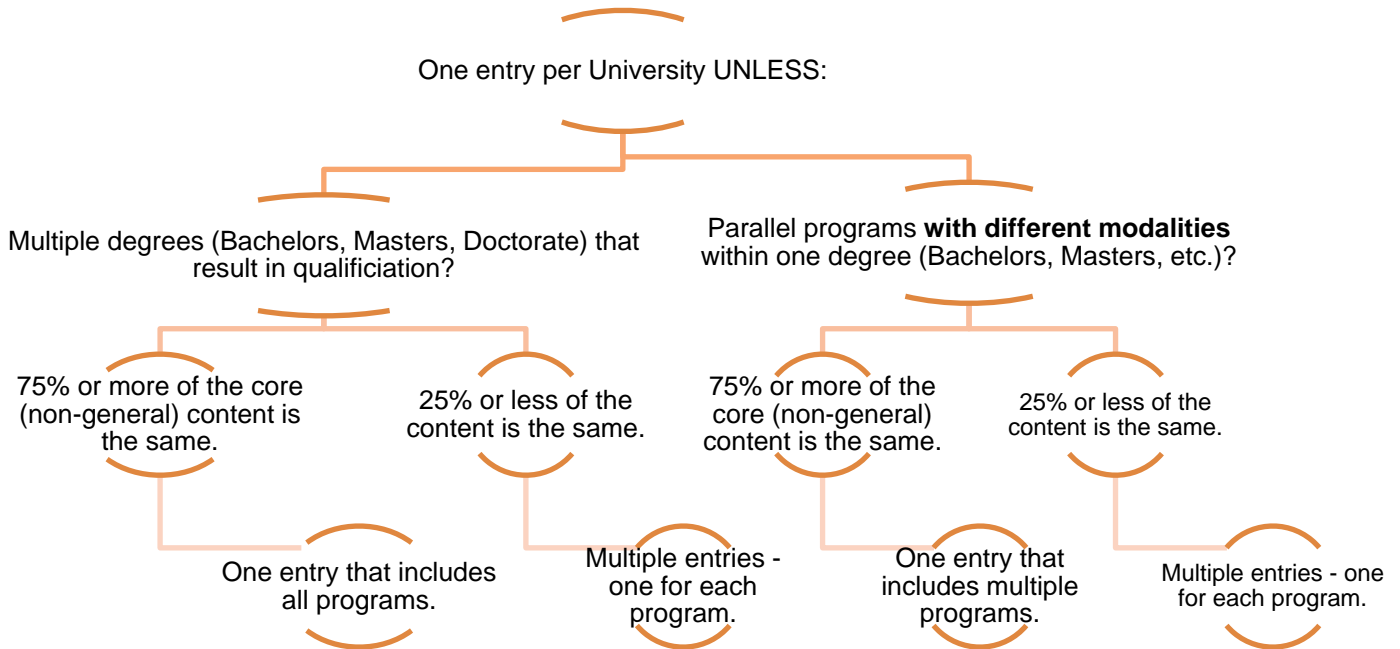
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University Program Website Coding Conventions

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Program Entry Decision Tree:



- If a program is 75% or more the same (degree or modality), use the larger number for total credits and put in all relevant course from both programs

If a program does not cleanly fit into one of the listed degree options

- List it under the highest degree already earned and add a note in the notes section – for example: if a program has a *Post Bachelor Credential* that leads to a teaching certificate, choose Bachelor’s Degree and add a note saying that the credential is on top of that

If a program is no longer available or accepting students

- If a program no longer is accepting - put a note under program status
 - Enter as much information about the program as you can but don’t put a lot of time into it
 - On the assignment spreadsheet, use the fill tool to shade the entire row in **hypertext blue**

If a program listed on the assignment sheet is not a Deaf Ed Program

- On the assignment spreadsheet, use the fill tool to shade the entire row in **Red**

Licensure

- If a program offers multiple licenses (based on different tracks) or the license information is not clear, check the boxes that can apply and paste the descriptions of licenses from the website or catalog into the notes.

Credit Reporting

- If a program has a range of credits required to graduate, enter the ***minimum*** number of credits required for the degree you are reporting in the question space
- Put the range of credits into the notes
- If the program does not give you the number of credits for any given course, make an educated guess (based on the other courses in the program) and make a note that you had to guess on credits in the notes.

If a program offers a choice of courses

- Only report required courses
- If the program stipulates SPECIFIC courses (X ***or*** Y) in fulfillment of a requirement
 - Enter all of the options with a note listing the other optional courses for each one

If there are more courses than spaces available on the form

- Create a word document with the full listing of relevant courses
 - Save the file under **El Training Web Review > State Data > *Appropriate State***
 - Use the School Name for the File Name (you can put all overflow categories in one document with headers for each one)
 - Fill all available spaces in the form from the list
 - Add a note that there were more courses than spaces noting that they can find the full list in box under **El Training Web Review > State Data > *Appropriate State***

If there are conflicting Programs of Study / Course Lists

- Look first on the on the departmental website for programs of study
- If you need to go to the course catalog or university site to get course descriptions, compare the requirements listed there to the departmental list
 - If the catalog/university site has courses not listed on the departmental website
 - Add a note to the form so we can discuss when we call
 - Include any relevant courses in the listings
 - Unless you have a reason to know that one is more accurate than the other, list the version with the highest number of credits for total credits required

Dated Materials

- Don't worry about dates on syllabi/links (trust the departmental site to be the most current)

Course Descriptions

- If you can't find a course description, use the title to make a determination on categorization.
 - If there is not enough information, then don't include it under any of the specified categories.

Practicum Rules

Determining Practicum Hours

- If practicum hours are listed as a range of hours (e.g. 1-9 hours) then use the halfway point (rounded up to the nearest credit hour) as the form entry.
 - In the case of the example above, you would enter 5 hours on the data sheet.
- If a course mentions fieldwork or a practicum as part of a didactic course, only list it under the course (e.g. Teaching LSL) - **do not list it** in the practicum as well.

*Practical Experience Definition

- Practicums
- Externships
- Internships
- Student Teaching
- Clinical Practice

Deaf with a Capital "D"

- If a program description uses "Deaf" (as opposed to "deaf") in the description **not the title** of the course, it can be assumed that it is referring to ASL modality.

Continuum of Emphases

Note: this determination will be made after the fact using the more in detailed data gathered from the survey

Extent of ASL or manual communication learning (proficiency)

- No Training
- 1 to 3 credit hours
- 4 to 9 credit hours
- 10+ credit hours **or** proficiency required for graduation

Extent of training offered in teaching in an ASL or manual communication setting

- No information available
- No Training
- 1 to 3 credit hours with no practical experience*
- 4 to 9 credit hours with no practicum* **or** 1-3 hours with a practical experience*
- 10+ credit hours with no practicum **or** 4+ credit hours with practical experience*

Extent of LSL or auditory verbal communication training offered

- No information available
- No Training
- 1 to 3 credit hours with no practical experience*
- 4 to 9 credit hours with no practicum* **or** 1-3 hours with a practical experience*
- 10+ credit hours with no practicum **or** 4+ credit hours with practical experience*

Age Emphasis

- No information available
- No Training
- 1 to 3 credit hours with no practical experience*
- 4 to 9 credit hours with no practicum* **or** 1-3 hours with a practical experience*
- 10+ credit hours with no practicum **or** 4+ credit hours with practical experience*