



HEA 540 Module Four Short Paper Guidelines and Rubric Using Standards to Drive Recommendations

Overview: In Module Three, you examined several categories of external data sources. In this module's discussion, you explored different kinds of recommendations that can emerge from a program evaluation. In this assignment, you will synthesize this previous work into a set of recommendations driven by relevant regulatory and/or accreditation standards

Prompt: In addition to aligning to an institution's mission, vision, and goal, programs must also align to requirements from institutional accreditors, programmatic accreditors, credentialing agencies, or relevant regulations. In this assignment, you will make recommendations based on the accreditation standards or relevant regulations you have explored. You will describe each recommendation, identify a specific standard or regulation, and then explain how your recommendation would align the program with that specific standard or regulation. Be sure to ask your instructor for an example if you have trouble making connections between standards and relevant recommendations for your academic program.

Specifically, the following **critical elements** must be addressed:

- **Recommendation:** Offer three to five specific recommendations that would improve the academic program under evaluation.
- **Standards and Regulations:** Identify at least one specific standard or regulation for each recommendation. Include the complete text of the standard or regulation as well as its source.
- **Alignment:** Explain how each recommendation would align the program with the specific standard or regulation you identified.

Rubric

Guidelines for Submission: Your paper should be submitted as a Microsoft Word document that is a minimum of 5 pages in length (including title and reference pages) with APA-formatted headings for each recommendation, double spacing, 12-point Times New Roman font, one-inch margins, and any sources cited in APA format.

Critical Elements	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
Recommendations	Offers specific recommendations that would improve the academic program under evaluation	Offers recommendations that would improve the academic program under evaluation, but additional details are needed to understand the recommendation	Does not offer specific recommendations that would improve the academic program under evaluation	25
Standards and Regulations	Identifies specific standards and/or regulations for each recommendation; includes the complete text of the standard or regulation as well as its source	Identifies standards and/or regulations for each recommendation but does not include the complete text of the standard or regulation and/or its source	Does not identify standards and/or regulations for each recommendation	25

Alignment	Explains thoroughly how each recommendation would align the academic program with the specific standard or regulation identified	Explains how each recommendation would align the program with the specific standard or regulation identified, but additional details are needed to understand the alignment	Does not explain how each recommendation would align the academic program with the specific standard or regulation identified	40
Articulation of Response	Submission has no major errors related to headings, citations, grammar, spelling, syntax, or organization	Submission has major errors related to headings, citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to headings, citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
Total				100%