January 2009

**Instructions for Filling Out Form C1 Computer Fill-in**

**This is not the Online Form.**

 **This Form C1 is for those who are not currently using the Online system and would like to fill out and send as an attachment to an e-mail, instead of mailing Form. You can also print the Form and mail if you like.**

Use the “TAB Key” to navigate or move the Sensor over the first part of the line to be filled in, a blue box will appear. It will not allow fill in if not on the right location on line.

When completed “SAVE AS” School Name and Start Date.

Example: DTS 10Jan2010

There is place 70 Student on this Form, if you need to add more students than this Form allows open “Form C1 Additional Students” which will allow another 70 students – continue to save as described above. Continue to do this until the Students are all on Form C1.

**After completed email them to your International registrar as an attachment.**

University of the Nations

Form C1

Page 1

(10/09

**Lecture (First) Phase**

 **Final Student Evaluation & Report**

(Due within 48 hours of course completion. To be filled in by school leader)

**INSTRUCTIONS -** **PLEASE READ CAREFULLY BEFORE COMPLETING FORM**

**1.** This Form C1 should be used every time a lecture phase takes place in order to provide a clear course description with objectives, speakers, topics, primary activities, resource teachers and method of student evaluation, plus the grades of the students who have actually taken the course. A separate Form C2 is required for the Field Assignment/Internship (Second) Phase. Please keep a copy of this Form C1 at your location.

**2.**  This Form C1 should be sent to the appropriate U of N office for your region:

* **Latin America and other Latin nations:** University of the Nations, International Registrar for Latin

 Re­cords, P.O. Box 1005, Grayson, GA 30017, U.S.A. Email: registrar.latin@uofn.edu

* **North America and English-speaking Central America/Caribbean:** University of the Nations, International Registrar for NACAC, P.O. Box 1005, Grayson, GA 30017, U.S.A. Email: registrar.nacac@uofn.edu
* **Europe, Middle East & Africa:** University of the Nations, International Registrar for EMA, Highfield Oval, Harpenden, Herts AL5 4BX, United Kingdom Email: registrar.ema@uofn.edu
* **Asia-Pacific:** University of the Nations, International Registrar for Asia-Pacific, Box 195, 75-5851 Kuakini Hwy, Kailua-Kona, HI 96740, U.S.A. Email: registrar.ap@uofn.edu
* **India:** Registrar, c/o UofN Pune, GPO Box 127 Pune-411001, M.S. India Email: records@uofnpune.net

 **3.** Explanation of grading system (See the U of N Reference Guide for a fuller explanation of letter grades).

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| A. **Letter Grades**  |  |  |
|  | A = Excellent  | S = Satisfactory  |  | I = Incomplete |
|  | B = High Achievement  | U = Unsatisfactory |  | T = Deferred |
|  | C = Moderate Achievement  | W = Withdrawn |  | X = Audit |
|  | D = Minimum Achievement  | N = No credits (800 level courses) |  | F = Failing |
|  B. The five grades (A, B, C, D, & S) signify various levels of achievement for which academic credit is recorded. |
|  C. The Satisfactory/Unsatisfactory (S/U) are used for DTS/CDTS, 700 level courses and seminars three weeks or  less. All other courses/seminars are to be graded with letter grades. |
|  D. The remaining categories (W, I, T, N & X) apply to all courses/seminars and signify levels of achievement or circumstances for which credit toward graduation will not be received. For more definition refer to the current U of N catalogue. |
|  E. Students that leave class during the first week of school are not to be listed for a grade. Students withdrawing  between the second week and prior to the two final weeks of school receive a "W" or "I" grade as appropriate. Students withdrawing during the final two weeks of class receive an "F" or "U" grade. |
| Course Name |       |  Course Number |       |
| Location |       |  |       |  |       |
|  |  City |  Country |  Base Name |  |
| Lecture (First) Phase Start Date |       |
|  |  Day/Spell Month/Year |  |  |  |
| Lecture (First) Phase Ending Date |        |
|  |  Day/Spell Month/Year |  |  |  |
| **1.** Please describe how you feel you met the objectives, as outlined in your previously submitted Form A (U of N Course Reg­istration Form). Include any proposed improvements or revision for the future. |
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| **2.** Describe your method of student evaluation and how you determined each student’s grade, including the weight given to each element. (Example: Student ministry evaluation-25%, Written assignments and reports-25%, Staff interviews-30%, Personal growth-20%, Total 100%.) Applies to all U of N Schools including DTS/CDTS. |
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| **University of the Nations**Form C1Page 2 (10/09)**Lecture (First) Phase** **Final Student Evaluation & Report (continued)****(Due within 48 hours of course completion. To be filled in by school leader)** |
| It is important that we have a short report of what actually happened during each week of your school. Please fill in the follow­ing report section along with your student grades. (For Thesis/Special Topic courses, a paragraph describing the course can be substituted for the week by week section. Be sure to describe objectives and primary strategies/activities the students uses to obtain these objectives.) |
|  |  |  |  |  |
| **WEEK 1:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |
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| **WEEK 2:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |
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| **WEEK 3:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |
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| **WEEK 4:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |
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| **WEEK 5:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |
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| **WEEK 6:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |

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| **University of the Nations**Form C1Page 3 (10/09)**Lecture (First) Phase** **Final Student Evaluation & Report (continued)****(Due within 48 hours of course completion. To be filled in by school leader)** |
| It is important that we have a short report of what actually happened during each week of your school. Please fill in the follow­ing report section along with your student grades. (For Thesis/Special Topic courses, a paragraph describing the course can be substituted for the week by week section. Be sure to describe objectives and primary strategies/activities the students uses to obtain these objectives.) |
|  |  |  |  |  |
| **WEEK 7:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |
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| **WEEK 8:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |
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| **WEEK 9:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |
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| **WEEK 10:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |
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| **WEEK 11:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
| Objectives |       |
| Primary Activities |       |
| Resource Materials\* |       |
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| **WEEK 12:** | Topic(s) |       |
| Teacher(s) |       |  |  [ ] Genesis [ ] In Person [ ] Video |
| Teacher(s)\*: YWAMer [ ] Yes [ ] No, [ ] Male [ ] Female, Nationality  |       |  Approx. Age |       |
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| University of the NationsForm C1Page 4 (10/09)**Lecture (First) Phase** **Final Student Evaluation & Report (continued)****(Due within 48 hours of course completion. To be filled in by school leader)** |
| **PLEASE ANSWER THE FOLLOWING QUESTIONS:** |
| Course Name |       |  Lecture Course Number |       |
| Location |       |  Number of Students |       |
| Lecture (First) Phase Start Date |        |
|  |  Day/Spell Month/Year |  |  |  |
| Lecture (First) Phase Ending Date |        |
|  |  Day/Spell Month/Year |  |  |   |
| School Leader |       |  |

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| **PLEASE TYPE OR PRINT THE FOLLOWING IN ALPHABETICAL ORDER (by last name):** |
| **Students’ Complete Legal Names** |  |  |
| Family/Last name(s) | Given/First | Middle |  | Grade | Weeks Completed |  | Added comments about grades, Grade Completed if needed: (example: student completes less than 12 weeks) |
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| University of the NationsForm C1Page 4 (10/09)**Lecture (First) Phase** **Final Student Evaluation & Report (continued)****(Due within 48 hours of course completion. To be filled in by school leader)** |
| **PLEASE ANSWER THE FOLLOWING QUESTIONS:** |
| Course Name |       |  Lecture Course Number |       |
| Location |       |  Number of Students |       |
| Lecture (First) Phase Start Date |        |
|  |  Day/Spell Month/Year |  |  |  |
| Lecture (First) Phase Ending Date |        |
|  |  Day/Spell Month/Year |  |  |   |
| School Leader |       |  |

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| **PLEASE TYPE OR PRINT THE FOLLOWING IN ALPHABETICAL ORDER (by last name):** |
| **Students’ Complete Legal Names** |  |  |
| Family/Last name(s) | Given/First | Middle |  | Grade | Weeks Completed |  | Added comments about grades, Grade Completed if needed: (example: student completes less than 12 weeks) |
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| **PLEASE CHECK Have You:** **[ ]** Put all the students’ legal names? [ ] Filled in grades?  |
|  [ ] Filled in the week by week of Form C1? [ ] Paid student course charges? (Due with Form B) |