

University of the Nations
Lecture (First) Phase
Final Student Evaluation & Report

Form C1
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(10/09)

(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 is 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:
 - For 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
 - For 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
 - For Europe, Middle East & Africa nations: University of the Nations, International Registrar for EMA, Highfield Oval, Harpenden, Herts AL5-4BX, United Kingdom. Email: registrar.ema@uofn.edu
 - For 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
 - For Asia: University of the Nations, International Registrar for Asia, P.O. Box 7, Mitchell, ACT 2911, Australia. Email: registrar.asia@uofn.edu
 - For India: 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).

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C = Moderate Achievement	W = Withdrawn	X = Audit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 Credit (for 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 a 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 final two 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: _____

Lecture (First) Phase Start Date: _____ Lecture (First) Phase Ending Date: _____
Day / Spell Month / Year 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 Registration Form). Include any proposed improvements or revision for the future.

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 – 25%; Personal Growth – 25 %; TOTAL 100%). Applies to all U of N schools including DTS/CDTS.

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(G), Person (P), or Video(V)

Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____

Objective _____

Primary Activities _____

Resource Materials* _____

WEEK 2:

Topic(s) _____

Teacher(s) _____ Genesis(G), Person (P), or Video(V)

Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____

Objective _____

Primary Activities _____

Resource Materials* _____

WEEK 3:

Topic(s) _____

Teacher(s) _____ Genesis(G), Person (P), or Video(V)

Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____

Objective _____

Primary Activities _____

Resource Materials* _____

WEEK 4:

Topic(s) _____

Teacher(s) _____ Genesis(G), Person (P), or Video(V)

Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____

Objective _____

Primary Activities _____

Resource Materials* _____

WEEK 5:

Topic(s) _____

Teacher(s) _____ Genesis(G), Person (P), or Video(V)

Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____

Objective _____

Primary Activities _____

Resource Materials* _____

WEEK 6:

Topic(s) _____

Teacher(s) _____ Genesis(G), Person (P), or Video(V)

Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____

Objective _____

Primary Activities _____

Resource Materials* _____

WEEK 7: Topic(s) _____
Teacher(s) _____ Genesis(G), Person (P), or Video(V)
Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____
Objective _____
Primary Activities _____
Resource Materials* _____

WEEK 8: Topic(s) _____
Teacher(s) _____ Genesis(G), Person (P), or Video(V)
Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____
Objective _____
Primary Activities _____
Resource Materials* _____

WEEK 9: Topic(s) _____
Teacher(s) _____ Genesis(G), Person (P), or Video(V)
Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____
Objective _____
Primary Activities _____
Resource Materials* _____

WEEK 10: Topic(s) _____
Teacher(s) _____ Genesis(G), Person (P), or Video(V)
Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____
Objective _____
Primary Activities _____
Resource Materials* _____

WEEK 11: Topic(s) _____
Teacher(s) _____ Genesis(G), Person (P), or Video(V)
Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____
Objective _____
Primary Activities _____
Resource Materials* _____

WEEK 12: Topic(s) _____
Teacher(s) _____ Genesis(G), Person (P), or Video(V)
Teacher(s)* YWAMer Yes No Male Female Age _____ Nationality _____
Objective _____
Primary Activities _____
Resource Materials* _____

*Such as books, handouts, films, videos, etc.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Course Name _____ Lecture Phase Course Number _____

Location: _____

Lecture (First) Phase Start Date: _____ Lecture (First) Phase Ending Date: _____
Day / Spell Month / Year Day / Spell Month / Year

School Leader: _____ Signature: _____

PLEASE TYPE or PRINT/BLOCK THE FOLLOWING IN ALPHABETICAL ORDER (by last name):

Students Legal Names Family/Last name(s)	Given / First, Middle	Letter Grade	Weeks completed	Added comments about grads if needed: (example: student completes less than 12 weeks)

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).