Embedded GrAPE Checklist for Instructors

Pre-Project Checklist

* Meet with Marina Rust and agency contact together.
* Complete an [Embedded GrAPE Form](https://wku.co1.qualtrics.com/jfe/form/SV_4I3YayxwvD4VBWe)
	+ Decide the number of GrAPE hours appropriate for students to get upon completing the project.
	+ Decide if the project will result in one or more products for students. (See product checklist below to determine this.)
	+ Plan and schedule agency contact(s) with the students. Ideally, there should be at least 3 contact points: introduction of the project, Q&A or feedback on student work, and wrap up of the project. However, the minimum required is based on proposed hours and whether a product is created:
		- Hours only, no product:  A minimum of 1 contact
		- Product, up to 50 hours:  A minimum of 2 contacts
		- Product, 50 or more hours: A minimum of 3 contacts
	+ Decide how the agency will provide feedback.

Product Checklist

* The product is useful to the agency with which the class has been working.    The product uses real data. Fabricated data is not useful to an agency.
* Each student creates their own product OR each student creates a specific section of the product and can point out that section in their summary report.
* The product clearly addresses at least 1 foundational competency. Competencies addresses should be communicated in the product instructions.
* The student uploads their final product onto the course site so that Marina Rust can access and download them to save to the student’s portfolio.
* The product does not have any HIPAA-protected or other confidential information. The agency must know that students could be “showing” the product to department faculty and staff as well as accreditors.

Course Site Checklist

* Add Marina Rust as an instructor. This will ensure she has access to final student products and can make sure the above section is set up correctly.
* If you choose to, you can add the agency contact as a guest participant in the course site.
* GrAPE section within the course site that lists the following:\*
	+ GrAPE hours per student
	+ If the project will give students products
	+ An answer to the question “does this project serve a rural population?”
	+ An answer to the question “does this project serve a marginalized population?” and if so, please describe.
	+ Linked summary report
* Send Marina Rust a copy of the course roster.\*
* If using the product or project as a course assessment, update project grades in Blackboard so that Marina Rust can make sure students have a passing grade (C or better) on the project before they receive credit.

Post-Project Checklist

* Students are reminded about the summary report requirement if they want GrAPE credit for hours and/or products.\*
* Meet with Marina Rust and agency contact together. This will be where the agency provides feedback to us.
* Provide the agency with all products that have passed the grade requirement (C or better).\*

\*Any starred items can be completed by Marina Rust as long as she is given access to the Blackboard site and the Embedded GrAPE Form is completed.