

OXROSE ACADEMY

Independent Credit ~ **Academic: Documentation**

The following documents are required:

- Syllabus: Must include information on the Instructor, Objectives, Schedule, and Materials.
Either fill out the form below or provide a copy of the official syllabus.
- Attendance Form: Must include both lesson and course work hours.
Either fill out the form below or provide a copy, as provided by the instructor.
- Gradebook: Must include all assessed work, including weekly homework, quizzes, projects, and exams.
Either fill out the form or provide a copy.
- Samples: Must include those items specified by Oxrose for the particular course of study.

All forms and samples are to be scanned and submitted in PDF format in the IC course suite.

Academic: Instructor Information

Instructor Name:	Phone:
Email:	
Institution (if applicable)	

Instructor Curriculum Vitae

Briefly describe your academic and professional educational experience or attach a copy of your CV. The absence of a formal degree, does not disqualify an instructor. Parent instructors should include the number of years spent home schooling.

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Academic: **Course Objectives**

Describe the learning goals (important facts, concepts, moral lessons, and theories) and proficiency goals (practical skills and abilities) that determine the educational purpose of this course.

Learning Goals

1. **Wisdom:** To know what is real, find God, and see clearly the ramifications for my life.
- 2.
- 3.
- 4.
- 5.

Proficiency Goals

- 6.
- 7.
- 8.
- 9.
- 10.

Academic: Instructional Materials

List the instructional materials that the student uses this year (include title, author, and publication information).

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Academic: **Course Schedule**

Provide the topic, readings, and tasks divided by week. The course need not use all spaces provided.

Week 1:

Week 19:

Week 2:

Week 20:

Week 3:

Week 21:

Week 4:

Week 22:

Week 5:

Week 23:

Week 6:

Week 24:

Week 7:

Week 25:

Week 8:

Week 26:

Week 9:

Week 27:

Week 10:

Week 28:

Week 11:

Week 29:

Week 12:

Week 30:

Week 13:

Week 31:

Week 14:

Week 32:

Week 15:

Week 33:

Week 16:

Week 34:

Week 17:

Week 35:

Week 18:

Week 36:

For reference, write down or append the sample work & assessments requirements given by Oxrose:

Academic: **Attendance Form**

Parents, please record the hours of lesson/classroom instruction time AND the hours of independent work time for each week. For an absence from a scheduled lesson, simply record zero hours. If no work is completed in a given week, simply leave it blank. An academic course of one credit requires approximately 150 hours total, a non-academic course approximately 120.

	Date Range:	Class Hours	Work Hours
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
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Week 27			
Week 28			
Week 29			
Week 30			
Week 31			
Week 32			
Week 33			
Week 34			
Week 35			
Week 36			
	TOTALS:		

Academic: Gradebook

Parents, please record the categories of work and assessment (quiz, homework), the dates, and the grades awarded for each assignment. Use the weighting and calculation sections to determine the final grade. As an alternative, you may create a more versatile gradebook with any data management software.

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