

DEPARTMENT OF THE ARMY
 Army Medical Department Center and School
 2250 Stanley Road
 Fort Sam Houston, Texas 78234-6100

Pamphlet
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Schools
 JOB PERFORMANCE AID: STUDENT EVALUATION PLAN DEVELOPMENT

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CHAPTER 1

PURPOSE AND REQUIREMENTS

1-1. **PURPOSE.** This document is a job performance aid for developing Student Evaluation Plans (SEPs) for U.S. Army Medical Department Center and School (AMEDDC&S) proponent instruction (includes Interservice Training Review Organization [ITRO] courses). This pamphlet is designed to serve as a reference for training developers when preparing SEPs and should be used in consonance with the AMEDDC&S Regulation 351-19, Testing Policies and Procedures.

1-2. **REFERENCES.** Required and related publications are listed in Appendix A.

1-3. **EXPLANATION OF ABBREVIATIONS.** Explanation of abbreviations are explained in the glossary.

1-4. **SCOPE.** This pamphlet describes procedures for developing SEPs for AMEDD training programs. This pamphlet applies to all teaching and development components of the AMEDDC&S. The SEP is approved by the Dean/Commandant of the respective school IAW AMEDDC&S Reg 351-19.

1-5. **OVERVIEW.** The SEP will include AMEDDC&S requirements, joint service requirements, affiliated school requirements, and all Army-specific student evaluation requirements. The SEP establishes the policies and procedures for student responsibilities, training completion/graduation criteria, and methods the course proponent will use to determine if a student has demonstrated a sufficient level of competency to pass the specified course or training. The SEP should be developed and written as a handout/contract that specifies student requirements for course completion and other relevant activities and programs. It should be written for the student. For courses conducted at Fort Sam Houston, U.S. Army Medical Equipment and Optical School (USAMEOS), and U.S. Army School of Aviation Medicine (USASAM), the SEP should be discussed during course orientation/inprocessing. A copy should be available for students to read/review at all times. Course directors may require students to read/review the contents of the SEP and sign and date a statement signifying they have read and understand the document. Students enrolled in distributed training will be informed how they will be evaluated.

1-6. REQUIREMENTS.

a. The SEP must be developed and approved for all Active and Reserve Component (AC/RC) courses (e.g., Course Management Plans [CMPs], courses at external sites). All numbered courses must have an approved SEP. The CMPs for RC schools must include SEPs with RC-specific processes/procedures. The SEP will be reviewed and approved during the formal staffing of the CMP. Whenever a course is developed/revised, the SEP is developed or reviewed for revision. The SEPs for numbered courses will be reviewed/revised and approved at least annually IAW AMEDDC&S Reg 351-19. Procedural guidance is provided in this pamphlet as well as Academy of Health Sciences (AHS) Policy No. 18.

b. The SEPs for Basic Noncommissioned Officers' Course (BNCOC) and Advanced Noncommissioned Officers' Course (ANCOC) integrated courses will address Military Occupational Specialty (MOS)-specific course completion requirements; each integrated course-specific SEP must be signed by the proponent Course Director and incorporated (as an individual annex) into the Common Leader Training (CLT)/Career Management Field (CMF) BNCOC and ANCOC SEP. All BNCOC/ANCOC SEPs will be signed/approved by the Commandant, AMEDD NCO Academy and Dean/Commandant, AHS. The NCO Academy must meet U.S. Army Training and Doctrine Command (TRADOC) accreditation standards; therefore, regulatory documents and relief procedures, etc., may be different than those for MOS/Area of Concentration (AOC) producing courses.

c. The SEP will provide an outline of procedures/policies which specifies the responsibilities of students enrolled in courses within the purview of the AMEDDC&S. The SEP informs students, instructors, and other personnel of course completion requirements for students.

d. Testing procedures for single and multi-phased training will also be stipulated in the course SEP. For courses in which testing is not applicable, the SEP will apprise students/participants of their responsibilities for successful course completion.

CHAPTER 2

GENERAL OUTLINE FOR PREPARING STUDENT EVALUATION PLANS

2-1. GENERAL GUIDANCE.

a. Developers are responsible for including course-specific information under the recommended SEP headings. The course director may elect to provide more detailed explanations under the headings than is provided in the following outline.

b. The SEP should be provided to the student or made readily available as a handout/contract which specifies student requirements for course completion and other relevant activities and/or programs. It should be written for the student.

c. Given the diversity of AMEDD courses, individual course requirements will vary. Various examples of SEPs may be reviewed in the Training Document Repository, located in the Evaluation and Standardization Branch, Department of Academic Support.

d. The information in the SEP can serve as a basis for student appeal.

2-2. COVER PAGE. Individual requirements for providing identifying information and approval authority on the SEP cover page will vary by course and school. Examples of SEP cover pages are provided at Appendix B.

2-3. SEP FORMAT FOR TESTED COURSES. Use the format at Appendix C for longer courses in which students are tested.

2-4. SEP FORMAT FOR COURSES NOT TESTED. Courses which do not test students may use the format at Appendix D.

NOTE TO SEP DEVELOPERS. When students are not tested, the SEP is used to inform participants of their responsibilities for meeting course completion requirements.

APPENDIX A

REFERENCES

1. AR 12-15, Education and Training of Foreign Personnel by the U.S.
2. AR 23-400-2, The Modern Army Recordkeeping System (MARKS).
3. AR 135-200, Active Duty for Training, Annual Training and Active Duty Special Work of Individual Soldiers.
4. AR 300-19, Information Systems Security
5. AR 350-41, Training in Units.
6. AR 351-1, Individual Military Education and Training.
7. AR 600-9, The Army Weight Control Program
8. AR 611-201, Enlisted Career Management Fields and Military Occupational Specialties.
9. AR 621-5, Army Continuing Education
10. AR 623-1, Personnel Education Reports-Academic Evaluation Reporting System.
AR 635-200, Enlisted Ranks Personnel.
DA Pam 315-4, Army Formal Schools Catalog
13. TRADOC Reg 350-2, Development, Implementation, and Evaluation of Individual Training.
14. TRADOC Reg 350-4, The TRADOC Training Effectiveness Analysis (TEA) System.
15. TRADOC Reg 350-6, Initial Entry Training (IET) Policies and Administration.
16. TRADOC Reg 350-70, Training Development Management, Processes, and Products.
17. TRADOC Reg 351-10, Institutional Leader Education and Training.
18. TRADOC Pam 128-2, TRADOC Educational DATA Systems (TREDS).
19. TRADOC Pam 350-30, Interservice Procedures for Instructional Systems Development, Phase II, Design.

20. Health Services Command Supplement 1 to AR 380-19, Information Systems Security.
21. AHS Reg 351-5, Training Development
22. AMEDDC&S Reg 350-07, Draft, Evaluation and Quality Assurance Program.
23. AMEDDC&S Reg 351-10, Student Achievement Recognition
24. AMEDDC&S Reg 351-12, Enrollment, Relief, Recycle, and Administrative Disposition of Student Personnel.
25. AHS Reg 351-18, Class Advisors and Academic Counselors
26. AMEDDC&S Reg 351-19, Testing Procedures and Policies.

APPENDIX B

SAMPLE STUDENT EVALUATION PLAN COVER PAGES

SAMPLE SEP COVER PAGE
FOR
ACADEMY OF HEALTH SCIENCES COURSES

U.S ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
ACADEMY OF HEALTH SCIENCES
DEPARTMENT OF _____

STUDENT EVALUATION PLAN

COURSE NUMBER

COURSE NAME

SIGNATURE BLOCK OF PROGRAM DIRECTOR

SIGNATURE BLOCK OF COURSE DIRECTOR/
DEPARTMENT CHIEF

SIGNATURE BLOCK OF DEAN, AHS

DATE APPROVED _____

SAMPLE COVER PAGE
FOR
U.S. ARMY SCHOOL OF AVIATION MEDICINE (USASAM)
or
U.S. ARMY MEDICAL EQUIPMENT AND OPTICAL SCHOOL (USAMEOS)

U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
ACADEMY OF HEALTH SCIENCES
U.S. ARMY SCHOOL OF AVIATION MEDICINE

DEPARTMENT OF _____

STUDENT EVALUATION PLAN
COURSE NUMBER
COURSE NAME

SIGNATURE BLOCK OF COURSE DIRECTOR

SIGNATURE BLOCK OF BRANCH CHIEF

SIGNATURE BLOCK OF DEAN, USASAM

DATE APPROVED

SAMPLE SEP COVER PAGE
FOR
NONCOMMISSIONED OFFICERS' ACADEMY

BNCOC/ANCOC

U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
NONCOMMISSIONED OFFICERS' ACADEMY

STUDENT EVALUATION PLAN

COURSE NUMBER

ADVANCED NONCOMMISSIONED OFFICERS' COURSE

SIGNATURE BLOCK OF
COMMANDANT, NCO ACADEMY

SIGNATURE BLOCK OF
DEAN, AHS

DATE APPROVED

SAMPLE SEP COVER PAGE
FOR
NONCOMMISSIONED OFFICERS' ACADEMY
INTEGRATED COURSE ANNEXES*

*Integrated courses are incorporated into the CLT/CMF
BNCOC/ANCOC SEPs as annexes.

ANNEX

COURSE NAME AND NUMBER

ADVANCED NONCOMMISSIONED OFFICERS' COURSE (INTEGRATED)

SIGNATURE BLOCK OF
COURSE DIRECTOR

DATE SIGNED _____

SAMPLE COVER PAGE
FOR
INTERSERVICE TRAINING REVIEW ORGANIZATION (ITRO) COURSES

U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
ACADEMY OF HEALTH SCIENCES
DEPARTMENT OF _____

STUDENT EVALUATION PLAN
INTERSERVICE PHYSICIAN ASSISTANT PROGRAM

6H-65D MILITARY PHYSICIAN ASSISTANT COURSE (ARMY)
B-300-0031 PHYSICIAN ASSISTANT PROGRAM (NAVY)
J5OQA72G1-000 PHASE 1 PHYSICIAN ASSISTANT PROGRAM (AIR FORCE)

SIGNATURE BLOCK OF PROGRAM DIRECTOR

SIGNATURE BLOCK OF COURSE DIRECTOR

SIGNATURE BLOCK OF DEAN, AHS

DATE APPROVED

APPENDIX C

SEP FORMAT FOR TESTED COURSES

 OFFICE SYMBOL

 STUDENT EVALUATION PLAN
 Course Number, Course Title

I. PREFACE. Include the purpose of the evaluation plan and to whom the evaluation plan applies.

II. COURSE DESCRIPTION.

A. Paragraph A should include overall information on: course number and name, whether the course is Army-specific or ITRO, the components eligible to attend, course length for each phase (if applicable), course location (name of installation(s) where the course is conducted, and specialty area(s) trained. If applicable, include information on eligibility of civilian and international military students.

B. Paragraph B may be included to delineate additional information related to each phase of training if needed (i.e., Phase 1 provides ...types of instruction/subject matter. Phase 2 provides ...types of instruction/subject matter.)

C. PREREQUISITES. This is optional information

D. SERVICE OBLIGATION. State the minimum in-service time remaining upon completion of the course for all components IAW applicable regulations. Select any of the following which would apply: Active Army--state the number of months; ARNG--state that requirements are IAW NGR 350-1; USAR IAW AR 135-200; Navy IAW OPNAVINST 6110.D; Air Force IAW AFR 39-1; Department of Defense civilians IAW The Government Employees Training Act of 1958 and EO 9397 (November 1943).

III. PURPOSES OF EXAMINATIONS. Inform students, instructors, and administrators about the purposes and expected outcomes of the examination(s). These include but are not limited to the following listing:

A. To monitor your progress in meeting course objectives.

B. To provide you with feedback on academic progress or achievement

C. To measure the degree to which you have achieved the stated course objectives.

D. To support decisions for counseling, academic probation, and relief/recycle procedures.

E. To rank-order students.

F. To provide feedback to the course director on the effectiveness of instruction and instructional materials as part of continuous course evaluation and quality improvement.

IV. COURSE REQUIREMENTS. State the criteria upon which students are evaluated for each phase of training.

A. Academic Standards.

1. State the minimum passing score or GO/NO GO for each written or performance examination, final grade requirement and minimum course attendance requirements. (Include Phase 1 and 2 if applicable.)

2. Explain the parameters of sustained poor performance, if applicable. Sustained poor performance is only applicable for lengthy courses. Include it as part of the academic standards.

B. Nonacademic Standards

1. Standards of Conduct. Cite AMEDDC&S Reg 351-12 as the applicable reference for standards of conduct without further explanation OR explain course-specific standards of conduct, such as failure to maintain established standards of dress and grooming, repetitive disruptive behavior which interferes with opportunity for other students to learn, etc.

2. Physical Training. Specify physical training requirements for successful course completion (by phase, if applicable) based on physical fitness requirements, weight control, and an Army Physical Fitness Test (APFT) for record IAW AR 40-501, AR 350-41, AR 351-1, and AMEDDC&S Reg 351-12.

V. POLICIES/PROCEDURES

A Examination Types/Procedures.

1. Describe examination policies and procedures for each phase of training to include the types of examinations used to determine successful course completion.

2. State the specific tests that must be satisfactorily completed to graduate. Specific lesson plans tested in each examination may be identified in the SEP or as an appendix. (See TRADOC Reg 350-70, Appendix I.)

B. Reteach/Retest. Explain the reteach/retest policies and procedures to include the maximum score recorded when the student passes the retest, the number of retests permitted, when the student will be retested, and consequences for not passing a retest. (See AHS Policy No. 19, AHS Reteach/Retest.)

C. Student Counseling. Describe purposes of counseling, frequency of counseling, and assignment of counselors. Reference AHS Reg 351-18 and any other applicable regulation(s).

D. Grading. Explain the grading system (Phase 1 and 2) to include the method used to compute the students' grades and how students are rank ordered (compared to other students' grades).

E. Probation

1. Explain purposes of probation. Choose any of the following that apply or use course specific.

a. To help you to identify performance problems and their potential consequences if corrective action is not accomplished.

b. To instruct you in ways to improve performance.

c. To provide you with a means by which to measure improvement.

2. Criteria for academic probation. Explain when a student is placed on probation, what he/she must accomplish while on probation (i.e., mandatory study halls), and how the student will get off probation.

F. Student Relief/Recycle. State that all relief/recycle actions are IAW AMEDDC&S Reg 351-12 and explain that procedures are different for Reserve Component. Include information which would be cause for:

1. Academic relief

2. Nonacademic relief.

3. Recycle, if applicable.

VI. SPECIAL RECOGNITION FOR STUDENTS. State the applicable regulation, AMEDDC&S Reg 351-10 and specify the minimal requirements and the disqualifying criteria for eligibility for honors and awards. Explain the criteria which disqualify

students for eligibility for awards. Course directors determine specific standards for the Distinguished Honor and Honor Graduates for their courses.

A. Distinguished Honor Graduate. Explain criteria needed to qualify.

B Honor Graduate. Same as above.

C. Commandant's List (when appropriate).

D. Bonus Credit. If bonus credit is given, explain the bonus system and who is authorized to award bonus points. If no bonus credit is given, omit or write "None."

NOTE. The NCO Academy courses do not identify Distinguished Honor Graduates or Honor Graduates. Students who qualify IAW standards stated in the SEP are placed on the Commandant's List.

VII. ELIGIBILITY FOR DIPLOMAS/CERTIFICATES OF COMPLETION. Describe course requirement students must meet in order to receive diplomas or certificates of completion. Use only the one term that applies to your course. Refer to AHS Policy No. 34.

VIII. PROCEDURES FOR ARMY STUDENTS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION. You may include the following information or furnish it as a student handout.

A. The American Council on Education (ACE) evaluates all resident and nonresident AHS courses in terms of academic credit. AR 621-5 provides for soldiers to receive transcripts documenting their military training and experience, along with the recommended college credit. Soldiers seeking academic recognition for AHS courses will furnish documents specified in the ACE Guide to the civilian school(s) from which they want credit IAW AR 621-5. Civilian schools decide on acceptance of ACE credit recommendations and hours to be credited. Army Education Center personnel assist soldiers in obtaining recognition from civilian schools.

B. The Education Services Officer will assist enlisted members, with a basic active service date on/or after 1 October 1981, in completing DA Form 5454-R, Request for Army/American Council on Education Registry Transcript (AARTS). The AARTS transcript is the only official Army transcript and may be obtained by mailing the completed DA Form 5454 to: AARTS Operations Center, ATTN: ATZL-GPE-A, 415 McPherson Avenue, Fort Leavenworth, KS 66027-1373.

C. For all other members (officer, reserve, enlisted) who do not fit the above category, the Education Services Officer

will assist service members in preparing alternative documentation, which is the DD Form 295, Application for the Evaluation of Learning Experiences During Military Services.

IX. ACADEMIC EVALUATION REPORTS IAW AR 623-1. State who receives AERs and any unique requirements.

X. APPENDIXES. Appendixes will be used for additional information which is not included in the body of the SEP.

APPENDIX D

SEP FORMAT FOR COURSES NOT TESTED.

OFFICE SYMBOL

STUDENT EVALUATION PLAN
 Course Number, Course Title

I. PREFACE. (Include same information as in the SEP format tested courses.)

II. COURSE DESCRIPTION.

A. General Description of Course

B Purpose of Course (what participants should know).

C. Prerequisites (optional information)

D. Service Obligation.

III. COURSE REQUIREMENTS. (Select as appropriate or modify as applicable.)

A. Register (and weigh in, if applicable) at the designated time(s) and place.

B. Attend every scheduled course presentation.

C. Participate in discussions

D. Provide personal expertise/experience, as applicable

E. Provide positive feedback based on personal experiences.

F. Provide feedback to the course director on the effectiveness of instruction and instructional materials.

G. Complete end-of-course survey and return it to the Course Director/Class Advisor prior to closing ceremony.

H. Demonstrate your ability to apply principles/performance of (course specific).

IV. STANDARDS OF CONDUCT (See information in SEP for tested courses.)

V. NONCOMPLETION OF COURSE REQUIREMENTS. You may not be awarded a course completion certificate if you do not meet the requirements as outlined in this SEP.

VI. STUDENT RANKING. Your participation in this course will not be rank ordered nor will official honors or awards be granted.

VII. PHYSICAL FITNESS. You will not be evaluated on your state of physical fitness. You are expected to participate in a regular training program while participating in this course to help you to meet fitness standards of your specific service.

VIII. ACADEMIC EVALUATION REPORTS (AERS). AERS will not be prepared for participants in this course.

IX. APPENDIXES

Glossary

ACRONYMS

AARTS	Army/American Council on Education Registry Transcript System
	American Council on Education
	Academic Evaluation Report
	Air Force Regulation
	Academy of Health Sciences
AMEDDC&S	U.S. Army Medical Department Center and School
ANCOC	Advanced Noncommissioned Officers' Course
	Area of Concentration
APFT	Army Physical Fitness Test
ARNG	Army National Guard
BNCOC	Basic Noncommissioned Officers' Course
	Criterion Referenced Test
	Department of Academic Support
	Distinguished Honor Graduate
	Department of Training Support
	Defense System Network
	Enabling Learning Objective
EOCCT	End-of-Course Comprehensive Test
	Evaluation and Standardization Branch
	General Education Development
	Interservice Training Review Organization
	Military Occupational Specialty
	National Guard Regulation

OPNAVINST	Office of the Chief of Naval Operations Systems Approach to Training Student Evaluation Plan Standing Operating Procedure Terminal Learning Objective
TRADOC	U.S. Army Training and Doctrine Command
TRAS	Training Requirements Analysis System U.S. Air Force
USAMEOS	U.S. Army Medical Equipment and Optical School U.S. Army Reserve
USASAM	U.S. Army School of Aviation Medicine

(MCCS-HSE)

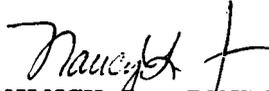
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