

Rubric for Evaluation of OSHA 301 Coursework

Throughout the course there are various tasks, assignments and coursework that must be completed along the way. Evaluation of your work is based on a Meets Criteria/Does Not Meet Criteria system. Upon successful completion of each item according to the criteria below, you will receive a Meets Criteria designation. If any of these items do not meet criteria described below, you will not be eligible to take the credential exam. However, you will have an opportunity to revise any submissions as well as seek assistance from the instructor.

Your progress throughout the course can be easily tracked through the Coursework Progress Bar at the top right. Check boxes on the right-hand side are checked as tasks, assignments, and coursework are successfully completed.

The tasks, assignments and coursework are divided into two categories.

- I. Tasks include downloading all the course materials (Syllabus, References/Resources and Video Lecture Notes), viewing all the video lessons and answering the self-check questions at the end of each lesson. As you complete each task, a checkbox to the right-hand side of the task will become checked indicating Meets Criteria. This provides immediate feedback that a Meets Criteria designation was awarded for that task.

Activity	Meets Criteria	Does Not Meet Criteria
Self-Check Questions	Answered all questions	Questions not answered or incomplete
Course Materials (Syllabus, References/ Resources and Video Lecture Notes)	Downloaded all course materials (Syllabus, References/ Resources and Video Lecture Notes)	All course materials not downloaded
Video Lessons	Viewed all Video Lessons	All video Lessons not viewed
Course Feedback	Submitted Course Feedback	Course feedback not submitted

- II. Assignments and Coursework include the following items:
 - a. Discussion Questions
 - b. Assignment at the end of the Bloodborne Pathogens module
 - c. Assignment at the end of the Hazard Communication module
 - d. Coursework at the end of the course consisting of the Wiki, the Glossary and the OSHA Plan

Assignments and Coursework responses must meet all three Meets Criteria elements listed below to receive a Meets Criteria designation. These items are evaluated by the instructor to ensure they meet criteria. If your submission **fulfills** the Meets Criteria conditions, then you will receive email notification from the instructor and the completion box will be marked complete. If your submission **does not** fulfill the Meets Criteria conditions, then you will receive email notification from the instructor with coaching assistance and be given an opportunity to amend your submission.

Activity	Meets Criteria			Does Not Meet Criteria		
	Accurate understanding of concepts and terminology used	Appropriate evidence cited, such as examples as needed to support opinions	Accurate sentence structure and word choice used	Misstates concepts and terminology	Fails to integrate appropriate evidence that support statements and opinions	Inaccurate grammar or statements; displays poor spelling
Answered Discussion Questions						
Completed Module II: Bloodborne Pathogens Assignment						
Completed Module III: Hazard Communication Assignment						
Posted a submission to the OSHA Glossary						
Completed OSHA WIKI						
Completed OSHA Plan/Assignment						