Rubrics used by the Ohio Environmental Education Fund
to evaluate completed grant projects for the
Regulated Community Audience

Instrument for Seminar, Class or Workshop

Level Four

I. Project Planning and Design

● The actual participants or their peers were somewhat involved in the planning of the project content and logistics, such as agenda design, the topic selection, follow-up strategies, and timing/schedules.

● The topics and techniques used build upon existing resources but included innovative methods or materials that will be effective in reaching this sector of the regulated community.

● For most topics, the project goes beyond the transfer of information to build comprehensive awareness, knowledge and skills to make informed decisions and to act to solve environmental problems and maintain regulatory compliance.

● The project is very cost effective and involves extensive collaboration among several organizations.

● Factual accuracy and a balance of viewpoints are maintained.

● The project includes a strong follow-up component to reinforce project objectives.

II. Participant Experiences

● Participants are actively engaged for at least half of the program.

● The program includes at least one experience which goes beyond traditional lecture and audiovisuals, such as case studies, simulations, small group discussions and field experiences.

● Participants have several opportunities to choose from among a variety of sessions or assignments to best address their particular needs, issues and/or questions.

● Materials and sessions are divided into logical segments and are used to reinforce and review information.
As a part of the program, participants are informed about how to access additional resources as they are using the information from the training and/or if there are changes in the regulations.

### III. Evaluation and Results

- A comprehensive evaluation process was a part of the project.
- The evaluation results characterize the program as strong and successful.
- Follow-up contact is made within 2-6 months to determine how the workshop participants are using the materials and information received at the training to comply with regulations and/or train their employees/operators.

### Level Three – Seminar, Class or Workshop

#### I. Project Planning and Design

- The actual participants or their peers were minimally involved in the planning of the project content and format including design, topic selection, and dissemination strategies.
- The topics and techniques used build upon existing resources but include at least one innovative method or material that will be effective in reaching this sector of the regulated community.
- For a few topics, the project goes beyond the transfer of information to build comprehensive awareness, knowledge and skills to make informed decisions and to act to solve environmental problems and maintain regulatory compliance.
- The project is somewhat cost effective and involves collaboration among several organizations.
- Factual accuracy and a balance of viewpoints are maintained.
- The project includes some follow-up component.

#### II. Participant Experiences

- Participants are actively engaged for at least 25% of the program.
- The program includes at least one experience which goes beyond traditional lecture and audiovisuals.
• Participants have at least one opportunity to choose from among a variety of sessions or assignments.

• Materials and/or sessions are divided into logical segments and are used to reinforce and review information.

• As a part of the program, participants are informed about how to access additional resources as they are using the information from the training and/or if there are changes in the regulations.

III. Evaluation and Results

• An evaluation of the project was conducted.

• The evaluation results characterize the program as successful.

• Follow-up contact is made within 6 - 12 months to determine how the workshop participants are using the materials and information received at the training to comply with regulations and/or train their employees/operators.

Level Two – Seminar, Class or Workshop

I. Project Planning and Design

• The actual participants or their peers were not involved in the planning of the project.

• The topics and techniques use only existing resources that might be effective in reaching this sector of the regulated community.

• The project includes only the transfer of information.

• The project is not very cost effective and is conducted by only one organization or agency.

• Factual accuracy and a balance of viewpoints are usually maintained.

• The project includes a minimal follow-up component.
II. Participant Experiences

● Participants are actively engaged for at least some portion of the program.

● The program includes no experience which goes beyond traditional lecture and audiovisuals.

● Participants have at least one opportunity to choose from among a variety of sessions or assignments.

● Materials and/or sessions are divided into somewhat logical segments.

*No information was provided on how to access materials or resources after the training

III. Evaluation and Results

● Little evaluation of the project is evident.

● Evaluation results are mixed or inconclusive.

● No follow-up contact is made.

Level One – Seminar, Class or Workshop

I. Project Planning and Design

● The actual participants or their peers were not involved in the planning of the project.

● The topics and techniques use only existing resources that may or may not be effective.

● The project includes only the transfer of information.

● The project is not cost effective and is conducted by only one organization or agency.

● Factual accuracy and a balance of viewpoints are not maintained.

● The project includes no follow-up component.

II. Participant Experiences

● Participants are not actively engaged at all during the program.
The program includes no experience which goes beyond traditional lecture and audiovisuals.

Participants have no opportunity to choose from among a variety of sessions or assignments.

Materials and/or sessions are not divided into logical segments.

No information was provided on how to access materials or resources after the training.

III. Evaluation and Results

No evaluation of the project is evident.

No evaluation results are available.

No follow-up contact is made.

For more information on these rubrics, contact:

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