

OUTPUT PACKET ELEMENT CHECKLIST

Here are the elements that must be included in this Output Packet. Check them off in the appropriate box as they're completed. You may want to format and print out this sheet for quick reference while working on your OP.					
		Check when complete!			
Core Content	Description			Requirements	INCLUDED IN WORD COUNT?
PART 1: COMMENTARY					
Table of Contents	Give an overview of all the different elements that you've included.		FALSE	Optional	YES
Output Packet Specification	The Output Specification is a reflection on how this output packet integrates with the associate's life, pathway, project and professional skill building. It is also a summary of the associate's output packet and a means to explain to the reader how to proceed. The Output Specification should include: * Includes note to reviewer about navigation and instructions for the reviewer (especially when using alternative media). The reader knows how to proceed (where to begin and what attachments they will find). * Abstract/summary of actual core report - summarizes output report's main theme, purpose and findings, and how this might fit into the associate's overall pathway. * Overview of OP design methodology. Articulates the design process, principles, tools or models the associate used. Mention the goals of the OP, perhaps they have goals related to presentation, content or process.	✓		Required	YES
"The making of" / Digiphon	The digital recipes the associate used to make this OP plus an estimate of the time it took.	✓		Required	NO
Pathway Reflection	The Pathway Reflection section should include: 1. Life Update (How life circumstance effect the associate's pathway) 2. Pathway Tracking (Refers back to LIPD and tracks progress and changes) 3. Participation Record (Includes evidence of engagement within Gaia U community - notes from at least 1 Action learning guild meeting required) 4. Managing Time and Promises (Summary of the associate's ability for and the tools used to manage their pathway; considers any necessary renegotiations) 5. Project Integration - (Reflection on current projects and how the project reported in this OP effects the associate's pathway) 6. Skillflex Assessment (Tracking skills gained - refer back to LIPD)	✓		Required	NO
Output Packet Process Reflection	This section is used for any final reflections on the entire OP creation process. What did the associate learn? What were the highlights and challenges? What would the associate do differently next time? Did the associate meet his/her design goals for the OP? Also share reflections on how the associate incorporated feedback from peer and pro reviews, and an overview of the associate's dissemination efforts.	Didn't see it?	FALSE	Required	YES
Un/Learning Journal Excerpts	Evidence of the assocaites ongoing documentation - This can be learning journal excerpts or links to blog entries. Includes at least two that relate to the content of the associate's OP.	✓		Required	NO
PART 2: CORE REPORT					
Project Report	The core report is the bulk of the associate's Output Packet. While the specification and reflections need only be 250-500 words each, the actual report comprises the rest of the word count. The report includes at a minimum the following sections: - Introduction (Summary of contents and key threads), - Project Specification (Summary of context and project design methodology), - Main Body (Project narrative that includes reflections on in depth project context, critical evaluation -evidence of external references to best practices in the field- purpose, process, key intervention and outcomes), - Conclusion (Integrated summary of key threads and next steps).	✓		Required	YES
PART 3: SUPPORTING EVIDENCE					
Annotated Resource Review	Contains resources the associate makes reference to (books, published journals, websites etc.) along with his/her own notes as to why these were useful.	✓		Required	NO
Evidence of Outcomes	Images, videos, news paper clippings, flyers, brochures, teaching plans, grant applications, materials taught/published, affidavits, shout outs, or any other evidence of the associate's project work.	✓		Required	NO
Project Design Elements	Additional project design documentation such as, sketches, drafts of design, brainstorm maps, meeting notes, pictures of flip charts or white boards, timeline, Gantt Charts or other evidence of the associate's project design process.	✓		Optional	NO
Project Related Journal Entries	Excerpts from the associate's learning journal that provide additional support to his/her project docuemntation.	✓		Optional	NO
Extra Processes					
OP Evaluation Workbook	<i>OP Checklist: What you're looking at right now! Finish all the elements and check them off.</i>			Optional	NO
Self Review	The associate has completed a self-review of their own OP according to the criteria. Descriptions of the criteria can be found on the final tab of the worksheet. Must include a grade and commentary for each criteria.	✓		Required (must use OP Bus process and post with OP collection)	NO
Posted on ePortfolio	The associate is required to make his/her output packet material accessible on the ePortfolio site.	✓	FALSE	Required	NO
Output Packet Complete?					

WORD COUNTS										Required OP Elements																						
Total # of OPs	6	BSc Yr 1	BSc Yr 2	BSc Yr 4	MSc Yr 1	MSc Yr 2	PMGD/PGD	Diploma Yr 1	Diploma Yr 2	Reading Time	OP Commentary							Core Report				Supporting Evidence				Evaluation				Grading		
Title of Output Packet	Main Focus	guide value for OP volume (MINIMUM)								Average time frame to read the required OP elements	OP Specificati on	Pathway Reflection	Process Reflection	Learning Journal Excerpts	Evidence of Peer Contact and Participatio n	Evidence of Time Mgmt.	Digiphon	Introductio n	Project Specificatio n and Design	Main Body	Conclusion	Annotated Resource Review	Portfolio of Support	Learning Matrix	Skillflex Assessment	Appendixes	Self Review	Peer Review	Your Review of Peers Op	Evidence of Incorporati ng Feedback	Mark	Grade
Life & Career Review (OP 1A) Year 1 only	Collection, reflection and documentation of prior learning.	3500			3500		3500	2000		1h	X		X	x	x			X	Project is the Life and Career Review	X	X		x		x		x	x	x		Pass/Fail	
Learning Intentions and Pathway Design (OP 1B-Year 1) (OP 1-Year 2) (OP 1-Year 4)	Planning of Gaia U learning path.	3500	4200	4200	3500	6900	3500	2000	4200	1h	X		X	x	x	x	X	Project is the Learning Intentions and Pathway Design	X	X			x	x		x	x	x	x	Pass/Fail		
Project OP's (OP's 2 - 4) (All Years)	Documentation of action learning & project work.	3400	4500	4500	3400	6800	3400	3000	4500	1h	X	x	X	x	x	x	X	X	X	X	x			Evidence of Project Outcomes Required	x	x	x	x	x	x		
Learning Review (OP 5) (All Years)	Reflection on process and project work of the whole year. Look forward.	5500	6000	6000	5500	8000	5500	4500	6000	1.5h	X	Focus of entire OP	X		x	x	x	X	Project is the Learning Review	X	X	Cumulative Resource Review for entire year	Cumulative for entire year		x		x	x	x	x	x	

X=required/included in word count x=required/not included in word count