**Template Revised September 25, 2025**

**Program Report Format**

**Business,**

**6-12**

**Kansas State Department of Education**

**COVER SHEET**

**Education Preparation Provider (EPP):** \_\_\_\_\_\_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Name of Preparer(s):** \_\_\_\_\_\_\_\_\_\_

**EPP Unit Head Name:** \_\_\_\_\_\_\_\_\_\_

**Unit Head Phone Number:** \_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_

**Level of the Program:** \_\_ Initial \_\_ Advanced

**Grade levels for which candidates are being prepared:**

☐ 6-12

**Program Report Status:**

☐ New Program ☐ Continued Program

**(NEW PROGRAMS MUST SUBMIT SYLLABI)**

**Program Uniqueness:**

☐ Only program in this license/endorsement area offered by the EPP

☐ Has a distinct plan of study from other programs in the same license/endorsement area offered by the EPP

☐ Has an Innovative/Experimental format: \_(identify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Other distinctive feature: \_(identify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reminder:**

**By regulation initial-level programs must include**

**a plan of study that constitutes a major in the subject at the institution or that is equivalent to a major;**

**at least 12 weeks of student teaching; and**

**a validated preservice candidate work sample.**

**See the template instructions for directions on completing the form:**

**https://www.ksde.gov/Agency/Division-of-Learning-Services/Teacher-Licensure-TL/Educator-Prep-Landing-Page/Higher-Education-Resources**

**Required materials:**

**Program of Study required of all candidates in the program.**

**Course syllabi for new programs.**

**Summary of Standards and Assessments**

| **Standard**  **The teacher of**  **Business 6-12** | **Key assessment(s) for each standard**  **(please label ex. A, B, C)** |
| --- | --- |
| **Standard #1**  **The teacher of business demonstrates content knowledge of and skills in the use of computers.** | Ex: A, B |
| **Standard #2**  **The teacher of business uses instructional strategies that encourage development of students’ higher order cognitive skills (decision-making, critical thinking, problem-solving) with regard to business and technological issues and problems.** | Ex: C |
| **Standard #3**  **The teacher of business demonstrates knowledge of current curricula, curricular issues, and trends related to computer and business education.** | Ex: D, E |
| **Standard #4**  **The teacher of business demonstrates knowledge of future educational opportunities and careers in business and computer fields based on exploratory or working experiences in business.** |  |
| **Standard #5**  **The teacher of business demonstrates an understanding of general business operations, marketing functions, and international business environments.** |  |
| **Standard #6**  **The teacher of business understands the role of accounting in the workforce.** |  |
| **Standard #7**  **The teacher of business understands the role of leadership, teamwork, and communication in the workforce.** |  |
| **Standard #8**  **The teacher of business understands business law, ethics, and financial planning.** |  |

**EVIDENCE FOR MEETING STANDARDS**

|  |
| --- |
| **Standard #1**  The teacher of business demonstrates content knowledge of and skills in the use of computers.  **Evidence for meeting the standard:**  [enter text here] |

**\_\_ Assessment rubrics are included.**

|  |
| --- |
| **Standard #2**  The teacher of business uses instructional strategies that encourage development of students’ higher order cognitive skills (decision-making, critical thinking, problem-solving) with regard to business and technological issues and problems.  **Evidence for meeting the standard:**  [enter text here] |

**\_\_ Assessment rubrics are included.**

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| --- |
| **Standard #3**  The teacher of business demonstrates knowledge of current curricula, curricular issues, and trends related to computer and business education.  **Evidence for meeting the standard:**  [enter text here] |

**\_\_ Assessment rubrics are included.**

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| --- |
| **Standard #4**  The teacher of business demonstrates knowledge of future educational opportunities and careers in business and computer fields based on exploratory or working experiences in business.  **Evidence for meeting the standard:**  [enter text here] |

**\_\_ Assessment rubrics are included.**

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| --- |
| **Standard #5**  The teacher of business demonstrates an understanding of general business operations, marketing functions, and international business environments.  **Evidence for meeting the standard:**  [enter text here] |

**\_\_ Assessment rubrics are included.**

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| **Standard #6**  The teacher of business understands the role of accounting in the workforce.  **Evidence for meeting the standard:**  [enter text here] |

**\_\_ Assessment rubrics are included.**

|  |
| --- |
| **Standard #7**  The teacher of business understands the role of leadership, teamwork, and communication in the workforce.  **Evidence for meeting the standard:**  [enter text here] |

**\_\_ Assessment rubrics are included.**

|  |
| --- |
| **Standard #8**  The teacher of business understands business law, ethics, and financial planning.  **Evidence for meeting the standard:**  [enter text here] |

**\_\_ Assessment rubrics are included.**

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