

LODGING, HOSPITALITY, AND TOURISM

High-Quality Instructional Materials Review Rubric

Grade Range: 9-12

| | | | |
|--|--|--------------------------|--|
| Evaluator | | Rating Committee | |
| Publisher | | | |
| Title of Textbook Series/Instructional Program | | | |
| Grade Range of Textbook Series/Instructional Program | | Specific Grade Evaluated | |

This evaluation rubric is designed to offer an evaluation to determine how well instructional materials align to the National Standards for Career and Technical Education and other criteria for high-quality instructional materials for lodging, hospitality, and tourism. The evaluation rubric includes key considerations for high-quality instructional materials and outlines three **Gateways** for consideration when evaluating materials. Within each Gateway, **Criterion** and related **Indicators** are provided along with **Guiding/Key Questions**.



The evaluation rubric is designed to allow reviewers to determine a threshold for quality for each gateway. Remember to focus on what is present in the instructional materials and any supplemental resources rather than what might be inferred. All scores should be based on evidence observed from the instructional materials themselves.

Scoring Protocol and Criteria:

- **No evidence (0):** No correlation between the standards and lessons, a logical sequence of content cannot be identified and/or there appear to be significant content inaccuracies, essential understandings, knowledge, or skills are not addressed, and opportunities to practice essential skills are not included.
- **Limited (1 or 2):** Limited connections between the standards and the lessons are noted, content appears to contain some inaccuracies or is not always clear, essential understandings, knowledge, or skills are not sufficiently addressed, and there is limited opportunity for students to practice essential skills.
- **Adequate (2 or 4):** Lessons are aligned with the standards, content appears accurate clear, and in sequential order, most of the essential understandings, knowledge, and skills are supported, and many opportunities are provided for students to practice essential skills.

The High-Quality Instructional Materials Review Rubric is comprised of three sections:

Gateway 1: Alignment to Standards - **This is a requirement for submission.**

→ Advance to Gateway 2 only if Gateway 1 has a score of at least 9 points.

Gateway 2: Instructional Support and Usability for Students - **This is a requirement for submission.**

→ Advance to Gateway 3 only if Gateway 2 has a score of at least 9 points.

Gateway 3: Instructional Support, Usability, and Assessment

GATEWAY 1

Alignment to Standards - This is a requirement for submission.

High-quality lodging, hospitality, and tourism materials are coherent and aligned to the National Standards for Career and Technical Education to support student learning. To determine the Gateway rating, educators use evidence gathered from the instructional materials to score indicators related to each criterion.

- Criterion 1.1 (1a – 1d): Alignment and Coherence**
 Materials adequately address the National Standards for Career and Technical Education

| Criterion 1.1: ALIGNMENT AND COHERENCE | | | |
|---|--|---|-------|
| CRITERIA | INDICATORS OF SUPERIOR QUALITY | Guiding/Key Questions | SCORE |
| Materials are aligned closely to the National Standards for Career and Technical Education. 16 possible points | 1a. Instructional materials align with the Lodging, Hospitality, and Tourism curriculum listed in the Mississippi Lodging, Hospitality, and Tourism Framework (4 points) | Do the materials align with the content and skills associated with the applicable National Standards for Lodging, Hospitality, and Tourism Standards? | 0 2 4 |
| | 1b. Instructional materials have appropriate content related to lodging, hospitality, and tourism. (4 points) | | 0 2 4 |
| | 1c. Organization is appropriate within and among units of study. (4 points) | Is the amount of time for content and skills explicitly and consistently identified and coherent? | 0 2 4 |
| | 1d. Formatting and design includes titles, subheadings, and appropriate cross-referencing for ease of use. (4 points) | Do the materials include features that aid students in using the resources effectively? | 0 2 4 |
| TOTAL SCORE CRITERION 1.1 [16 possible points] | | | |

| Gateway 1 Points AVAILABLE | Gateway 1 Points ACHIEVED | GATEWAY 1 RATING |
|-------------------------------|------------------------------|--|
| 16 | Sum of Criterion 1.1 points | <input type="checkbox"/> Meets (score of 13-16 points) PROCEED TO GATEWAY 2 <input type="checkbox"/> Partially Meets (score of 9-12 points) PROCEED TO GATEWAY 2 <input type="checkbox"/> Does Not Meet (score of 0-8 points) STOP REVIEW |
| GATEWAY COMMENTS | | |
| | | |

GATEWAY 2

Instructional Support and Usability for Students - This is a requirement for submission.

Gateway 2 examines the way materials support teachers to fully utilize the curriculum and understand the skills and learning of their students. To determine the Gateway rating, educators use evidence gathered from the instructional materials to score indicators related to each criterion.

- **Criterion 2.1 (2a – 2d): Student Learning**

Materials identify ways in which materials are designed for each student’s regular and active participation in grade-level/grade band/series content.

| Criterion 2.1: STUDENT LEARNING | | | |
|---|---|-----------------------|-------|
| CRITERIA | INDICATORS OF SUPERIOR QUALITY | Guiding/Key Questions | SCORE |
| Materials identify ways in which materials are designed for each student’s regular and active participation in grade-level/grade band/series content. 16 possible points | 2a. Instructional materials include explanations that are understandable/usable for students. (4 points) | | 0 2 4 |
| | 2b. Instructional materials include examples that are understandable/usable for students. (4 points) | | 0 2 4 |
| | 2c. Instructional materials include activities that are appropriate for all students. (4 points) | | 0 2 4 |
| | 2d. Instructional materials include content that is understandable and culturally appropriate. (4 points) | | 0 2 4 |
| TOTAL SCORE CRITERION 2.1 [16 possible points] | | | |

| Gateway 2 Points AVAILABLE | Gateway 2 Points ACHIEVED | GATEWAY 2 RATING |
|-------------------------------|------------------------------|--|
| 16 | Sum of Criterion 2.1 points | <input type="checkbox"/> Meets (score of 13-16 points) PROCEED TO GATEWAY 3 <input type="checkbox"/> Partially Meets (score of 9-12 points) PROCEED TO GATEWAY 3 <input type="checkbox"/> Does Not Meet (score of 0-8 points) STOP REVIEW |
| GATEWAY COMMENTS | | |
| | | |

| TOTAL SCORE (Gateway 1 and 2) | | |
|-------------------------------|--------------|--------------|
| GATEWAY 1 | GATEWAY 2 | GRAND TOTAL |
| | | |
| of 16 points | of 16 points | of 32 points |
| RATING | RATING | |

GATEWAY 3

Instructional Support, Usability, and Assessment

Schools can use digital resources in a variety of ways to support teaching and learning. To determine the Gateway rating, educators use evidence gathered from the instructional materials to score indicators related to each criterion.

- Criterion 3.1 (3a-3d)**
Teacher Planning and Learning for Success with the National Standards for Career and Technical Education - Do materials support teacher planning, learning, and understanding of the National Standards for Career and Technical Education? Do materials provide teachers with guidance to build their own knowledge of lodging, hospitality, and tourism and to give all students extensive opportunities and support to explore key concepts?
- Criterion 3.2 (3e)**
Assessment - Do materials offer teachers resources and tools to collect ongoing data about student progress on the Standards? Do materials offer assessment opportunities that genuinely measure progress and elicit direct, observable evidence of the degree to which students can independently demonstrate the assessed standards?
- Criterion 3.2 (3f)**
Effective Use of Technology - Do materials support effective use of technology to enhance student learning? Are digital materials accessible and available in multiple platforms?

| Criterion 3.1: TEACHER PLANNING AND LEARNING FOR SUCCESS with the National Standards for Career and Technical Education | | | |
|--|---|-----------------------|-------|
| CRITERIA | INDICATORS OF SUPERIOR QUALITY | Guiding/Key Questions | SCORE |
| Materials support teacher planning, learning, and understanding of the Standards. Materials provide teachers with guidance to build their own knowledge and to give all students extensive opportunities and support to explore key concepts. | 3a. Instructional materials provide explanations usable by teachers. (4 points) | | 0 2 4 |
| | 3b. Instructional materials provide examples that are usable and expandable by teachers. (4 points) | | 0 2 4 |
| | 3c. Instructional materials fit the needs and preferences of teachers. (4 points) | | 0 2 4 |
| | 3d. Teachers are provided in-book or | | 0 2 4 |

| | | | |
|--|---|------------------------------|--------------|
| 16 possible points | instructor manuals to support planning and learning. (4 points) | | |
| Criterion 3.2: ASSESSMENT | | | |
| CRITERIA | INDICATORS OF SUPERIOR QUALITY | Guiding/Key Questions | SCORE |
| Materials offer assessment opportunities that genuinely measure progress and elicit direct, observable evidence of the degree to which students can independently demonstrate the assessed standards. 4 possible points | 3e. Instructional materials provide example quizzes/assessments that are usable and expandable by teachers. (4 points) | | 0 2 4 |
| Criterion 3.3: EFFECTIVE USE OF TECHNOLOGY | | | |
| CRITERIA | INDICATORS OF SUPERIOR QUALITY | Guiding/Key Questions | SCORE |
| Materials support effective use of technology to enhance student learning. Digital materials are accessible and available in multiple platforms. 4 possible points | 3f. Instructional materials provide technological support such as websites, interactive tools, etc. (4 points) | | 0 2 4 |

| Gateway 3 Points AVAILABLE | Gateway 3 Points ACHIEVED | GATEWAY 3 RATING |
|-------------------------------|---|--|
| 24 | Sum of points from Criterion 3.1, 3.2, and 3.3 | <input type="checkbox"/> Meets (score of 20-24 points) <input type="checkbox"/> Partially Meets (score of 13-19 points) <input type="checkbox"/> Does Not Meet (score of 0-12 points) |
| GATEWAY COMMENTS | | |
| | | |

| TOTAL SCORE (Gateway 1, 2, and 3) | | | |
|-----------------------------------|--------------|--------------|--------------|
| GATEWAY 1 | GATEWAY 2 | GATEWAY 3 | GRAND TOTAL |
| of 16 points | of 16 points | of 24 points | of 56 points |
| RATING | RATING | RATING | |

| ADDITIONAL NOTES |
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