|  |  |
| --- | --- |
| Mentee Institution: | Mentor Name:  |
| Point of Contact: | **PoS Submission Date:** |

1. ***Example***

|  |  |  |
| --- | --- | --- |
|  |  | ***Comment***  |
| *Provide a concise syllabus of each course in the KU Alignment (in PDF).*  | *x* |  |
| *For KU aligned courses that require applied labs exercises (e.g. hands-on labs that develop competencies) in the cyber domain, highlight it on the syllabus, and highlight in which unit/week it is required.*  |  | *Did not highlight*  |
| *Provide the guidelines (e.g. what students are asked to do) for lab exercises and indicate the course that each lab is used (in PDF).* |  | *Guidelines missing*  |

**Requirement 1: PoS Curriculum**

**1a. The Cybersecurity PoS offered by the institution**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Identify the cybersecurity type PoS offered by the institution (CDE-Associate, CDE-Bachelor, CDE-Masters, CDE-Doctoral, CO-Bachelor, CO-Masters, or CO-Doctoral). |  |  |
| Identify the cybersecurity type PoS curriculum name (minor, concentration, degree). |  |  |
| Provide link to the institutional site where the PoS is documented (e.g. link to program’s course catalog, curriculum webpage, etc.). |  |  |
| Identify department(s) legal name as it appears in the accreditation where PoS resides.  |  |  |
| Applicant will affirm that PoS curriculum has been in existence for at least three (3) years and has one (1) year of students that have completed the PoS curriculum at the time of submission. |  |  |
| Identify the administrative head of academic unit housing the PoS (Dean, Associate dean, Department Chair, etc.) including name, phone number, and e-mail address.  |  |  |
| Identify the Point-of-Contact (POC) for the PoS (Department chair, faculty lead, CAE POC, etc.) including name, phone number, and e-mail address.  |  |  |
| Identify the alternate POC for the PoS including name, phone number, and e-mail address.  |  |  |
| List all courses that are part of the PoS Curriculum Map (Course Number/Course Name/Course Descriptions as appears in catalog) and identify those that are included in the KU alignment. |  |  |
| Provide evidence for PoS Curriculum Sheet in PDF (See Appendix 3 - Example 1a). |  |  |

**1b. NICE Framework crosswalk alignment**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Identify the NICE Cybersecurity Workforce Framework category(ies) that the PoS is best aligned to (May check more than one). |  |  |

**1c. Courses Syllabi and Courses Requiring Applied Lab Exercises (For KU Aligned Courses Only)**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Provide a concise syllabus of each course in the KU Alignment (in PDF).  |  |  |
| For KU aligned courses that require applied labs exercises (e.g. hands-on labs that develop competencies) in the cyber domain, highlight it on the syllabus, and highlight in which unit/week it is required.  |  |  |
| Provide the guidelines (e.g. what students are asked to do) for lab exercises and indicate the course that each lab is used (in PDF). |  |  |

**1d. Curriculum Map and Assessment Documentation**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| State the Program-Level Learning Outcomes of the PoS. |  |  |
| Provide documentation of the Program-Level Learning Outcomes (link to academic institutional webpage with the outcomes or PDF document of the outcomes). |  |  |
| Provide evidence for the Program-Level Learning Outcomes Curriculum Map and Plan that identified the PoS courses where the outcomes are assessed (See Appx. 3 example 1d1). |  |  |
| Provide documentation for the General Information for each Program-Level Learning Outcome (Combined to single PDF) (See Appx. 3 example 1d2). |  |  |
| Provide documentation for the Assessment of Indicators for each Program-Level Learning Outcome (Combined to single PDF) (See Appx. 3 example 1d3). |  |  |
| Provide documentation for the Overall Assessment Information of each Program-Level Learning Outcome (Combined to single PDF) (See Appx. 3 example 1d4). |  |  |
| State the Program-Level Learning Outcomes of the PoS. |  |  |

**1e. Knowledge Units (KUs) Alignment**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Provide a narrative on the description of the PoS and explain the overall KU alignment to the PoS. |  |  |
| Identify PoS courses that are part of the KU alignment.  |  |  |
| Provide course learning outcomes for all KU aligned courses as documented in official academic institution documentation (Course catalog, program website, etc.).  |  |  |
| In the case of multiple sections of a KU aligned course, provide documentation on how they all are managed in some form of equivalency. |  |  |
| Provide the academic year each KU aligned course was last offered.  |  |  |

**1f. Graduate Thesis/Dissertation/Equivalent Guidelines and Process (Masters & Doctoral programs only)**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Provide institutional evidence for the requirements and process of the graduate Thesis/Dissertation/Equivalent (in PDF). |  |  |

**Requirement 2: Students (for both CAE-CDE and CAE-CO)**

**2a. Student Enrollment/Graduation in the PoS(s)**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Provide student enrollment in PoS for the last three years  |  |  |
| Provide official institutional letter for the enrollment/graduation (letter from Registrar or equivalent) (in PDF) |  |  |
| Provide at least three (3) redacted student transcripts, dated within the last three years and clearly highlight the courses taken that meet the PoS. All courses with KUs alignment and those identified in the curriculum mapping must be present.  |  |  |

**2b. CDE: Sample student certificate/notation on transcript/official letter**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Provide a sample certificate, draft of official letter, or proposed notation on transcript to be issued to students completing the PoS indicating they completed the CAE-C Validated PoS and if the academic institution also holds a CAE-C, recognition should be made for their completion from a PoS that is also under an CAE-C designated “Center”. |  |  |

**2b. CO: Cyber Operations Recognized**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Provide a sample certificate, draft of degree, certificate, or a reference to a focus area or specialization on their transcript and/or degree to be issued to students indicating they completed the CAE-C Validated PoS and if the academic institution is also a CAE-C, should recognizing their completion from a CAE-C designated academic institution. |  |  |

**2c. Students Work Products (papers, assignments labs, etc.)**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Provide samples of six students work products from six different assignments. Samples can be (but not limited to): papers, assignments, projects, presentations, lab exercises, test questions from at least two courses in the PoS that are in the KU alignment (in six separate PDFs). Student names should be removed prior to submission.  |  |  |
| Provide the guidelines (e.g. what students are asked to do) for students work products and indicate the course and the KU that each is associated with (in six separate PDFs).  |  |  |

**2d. Students Participation in Extracurricular Activities**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Provide evidence of three student participation in extracurricular activities within the last three years, which may include (but not limited to): experiential learning activities, local/regional/national cyber exercises and competitions, outreach to community colleges and high schools, computer check-up days, CAE-CO Summer Internship Program, industry guest lectures, etc.  |  |  |
| Provide date and description for each evidence provided.  |  |  |

**Requirement 3: Faculty Members (for both CAE-CDE and CAE-CO)**

**3a. Cyber Program(s) of Study POC + alternate POC**

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| --- | --- | --- |
|  |  | **Comment** |
| Identify the Point-of-Contact (POC) for the PoS (Department chair, faculty lead, CAE POC, etc.) including name, phone number, and e-mail address.  |  |  |
| Identify the alternate POC for the PoS including name, phone number, and e-mail address.  |  |  |

**3b. Additional full-time, part-time, and adjunct faculty members**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Identify all faculty members in the program including name, phone number, and e-mail address, highest degree earned, field and year, academic rank, type of academic appointment (Tenure Track, Tenured, Continuing Contract, Non-Tenure Track, etc.), full-time, part-time, or adjunct status, and years of academic experience.  |  |  |

**3c. Faculty qualifications (publications, research, industry involvement, certifications, etc.) related to PoS type**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Provide a CV for each faculty member with their cybersecurity or related qualifications identified. These CVs should be abbreviated to up to four pages each to address necessary elements including maintenance of currency, publications, research, industry involvement, Continuing Professional Education (CPE), publications, presentations, certifications, workshops attended, professional registration and/or certification (if applicable), level of activity in professional organization, professional development, and consulting or summer work in industry (high, medium, or low). |  |  |

**3d. Faculty support of enrolled students**

|  |  |  |
| --- | --- | --- |
|  |  | **Comment** |
| Provide evidence for faculty members support of enrolled students by serving as mentors or advisors to student-led activities, and by participation or sponsorship of cybersecurity exercises and competitions (including in-class competition) within the last three years. Evidence must include links to student clubs, cyber defense exercises, link to team roster on a competition website, link to social media about the exercise, or other forms of official acknowledgement that include a full-description of the activity, the date, and the nature of the participation (all links and evidence information provided within a single PDF). |  |  |

**3e. Process of Faculty Promotion/Reappointment (e.g. Faculty Policy Manual)**

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| --- | --- | --- |
|  |  | **Comment** |
| Provide evidence for institutional process of faculty promotion/reappointment (e.g. Faculty Policy Manual) (in PDF) |  |  |

**Requirement 4: Continuous Improvement**

**4a. Continuous Improvement plan**

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| --- | --- | --- |
|  |  | **Comment** |
| Provide documentation of the Continuous Improvement Plan for the PoS (See Appendix 3 - Example 4a for additional information) (in PDF).  |  |  |

**4b. Continuous Improvement process**

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| --- | --- | --- |
|  |  | **Comment** |
| Provide documentation of the Continuous Improvement Process (See Appendix 3 - Example 4b for additional information) (in PDF).  |  |  |

**4c. Regular evaluation schedule**

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| --- | --- | --- |
|  |  | **Comment** |
| Provide documentation of the Continuous Improvement - Regular Evaluation Schedule (See Appendix 3 - Example 4c for additional information) (in PDF).  |  |  |