**Sample Narrative Document**

Date:

Name:

Department:

Online Certification Level(s) Completed:

Date Online Certification Level(s) Completed:

Names of IDS point of contact:

This document is a summary of the Online Certification Program completed at the Basic/Advanced/Mastery Level by Sylvia Smith, Associate Professor, Modern Languages at South Dakota State University.

During Online Certification Program the following strengths were noted:

* List strengths as bullets

During Online Certification Program the following areas of were identified as areas to develop and improve. I have provided examples (as sub-points) of actions I have taken and results achieved in improving each identified area. The areas of focus and improvements were:

* List identified areas of improvement as bullets
  + Provide examples of actions taken to improve and results achieved as a result of those actions as sub-points to bulleted items.

Finally when reflecting on my participation and completion of the Basic/Advanced/Mastery Level of the Online Certification Program…(briefly reflect on the impact you feel the process has made on you as an instructor and your students learning).