



OFFICE OF ASSESSMENT

General Education Assessment: Voluntary Artifact Submission Form and Guidelines
AY 2015 - 2016

To participate in the General Education Assessment process the Office of Assessment requires the following:

- Assignment prompt (instructions and guidelines provided to students)
- Student work as a response to the assignment prompt (artifacts)
- Paper or electronic files (electronic files preferred)
- We prefer you submit student work prior to grading
- Answer key (if applicable)
- Rubrics you used for the assignment (if applicable)

It is recommended that you select artifacts from your course that best demonstrates the General Education objectives associated with the course. It is preferred that the student artifacts are selected from assignments completed toward the end of the semester.

When preparing artifacts for submission you have two options:

- 1) Submit artifacts as received from students and the Office of Assessment will remove all identifiers prior to the assessment process.
o Identifying information, includes:
- Student name(s) - Grade(s) - Course title
- Student number(s) - Instructor comments and markings - Course number
- Instructor name
2) Make copies of the student artifacts yourself and remove all the identifying information listed above. Once this is complete you would submit the artifacts to the Office of Assessment.

Please contact Dr. Mark Nicholas, Director of Assessment at mnicholas1@framingham.edu or Dr. Rebecca Shearman, Faculty Fellow of Assessment at rshearman@framingham.edu if you have any questions about the general education assessment process.

COMPLETE AND INCLUDE THE BELOW INFORMATION WITH ARTIFACTS AND SUPPLEMENTAL MATERIALS SUBMITTED:

Year that artifact was created: 20 _____

Please identify the course level that the artifacts are from: [] 100 [] 200 [] 300 [] 400

Table with 3 rows and 6 columns. Row 1: Was the assignment completed during the beginning, middle or end of semester? [] Beginning [] Middle [] End. Row 2: Did students receive feedback from peers or faculty on a version of this assignment? [] Yes [] No. Row 3: Were students required to attend a library instruction session to complete this assignment? [] Yes [] No.

To review the General Education rubrics, please visit: https://www.framingham.edu/about-fsu/office-of-assessment/general-education-assessment/index. Please check which General Education objectives the submitted artifacts should be assessed for:

- [] Overarching Objective: Critical Thinking
[] Objective 2: Written Communication
[] Objective 4: Human Diversity