General Education Assessment: Voluntary Artifact Submission Form and Guidelines

AY 2014 - 2015

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.
   - Identifying information, includes:
     - Student name(s)
     - Grade(s)
     - Student number(s)
     - Instructor name
     - Course title
     - Course number

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. Rebecca Shearman at rshearman1@framingham.edu if you have any questions about the 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>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Blank</th>
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<tbody>
<tr>
<td>Was the assignment completed during the beginning, middle or end of semester?</td>
<td>□</td>
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<td>Did students receive feedback from peers or faculty on a version of this assignment?</td>
<td>□</td>
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<td>Were students <strong>required</strong> to attend a library instruction session to complete this assignment?</td>
<td>□</td>
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To review the General Education rubrics, please visit: http://www.framingham.edu/office-of-assessment/general-education.html.

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

Last revised: February 6, 2015