

**Department of Philosophy
Marquette University
Memorandum**

To: Phil 050/104 Instructors
From: John D. Jones, Chair
Re: Guides/Directions for Assessment Student Learning
Date:

RULE 1- This is NOT Rocket Science!!

I will not be holding an orientations for assessment during the summer. If you have questions about this, please contact me on an individual basis.

Instructions for Template A. You should only complete Template A for the assessment items I assigned to you.

Instructions for Template B. Please review the attached protocols for Using TEMPLATE B. In any given instance of assessment with TEMPLATE B, there are basically two ways of doing the assessment for any given objective.

(1) Create specific questions for each objective and modify your assignments this semester to incorporate those questions (either as part of an exam or as a separate exercise, say as a quiz.) I have attached some sample questions for Phil 050 to show how this might be done.

(2) Do the assessment from existing assignments. So if you give only essay exams, you will have to determine which parts of the essays are relevant to the learning objectives and then, after you have graded the essays, reread them in light of the assessment of student learning.

I recommend that you follow the first procedure. This was the consensus of folks who have attended previous orientations. While this may involve a bit more work on the front end in designing the questions, it will save a great deal of work in the actual assessment.

After you complete the assessment, complete template B by providing the number of students who fall into each category (Excellent, etc.) for the items. Please provide only raw numbers, I will convert the numbers to percentages for aggregate data.

You should do the assessment for template B as *late* in the semester as you can. In this way, students are being assessed for what they have learned throughout the course. Of course, you may be asked to assess an objective which you only cover toward the beginning of a course. In that case, it would be appropriate to assess the students at that time.

You should return to me (1) Template A with the questions you have used to assess objectives relative to template B) and (2) Template B. Date material is due varies by semester.