

3-Day Spring Assessment Institute Application Form

Details about the Institute

- When: May 11, 12, & 13 2011
- Time: 9:00 am – 4:00 pm each day (attendees must participate through the entire workshop)
- Where: Room 201 McKenny in the UACDC large seminar room
- Who is the workshop geared for: faculty program coordinators, ARCI Faculty Liaisons, Department Heads/School directors and others who have coordinating responsibilities for program assessment and/or teach in key courses in programs where assessment data is collected and analyzed on a regular basis.

Topics to be covered

- Refining program assessment methodology plans,
- Rubrics – creating them, using them, refining them for program assessment.
- Looking at student work – how to evaluate work using rubrics or other grading guidelines, how to aggregate data for program reports.
- Finding and Fixing Student misconceptions – Now that you've found some, what do you do next?
- Designing and implementing an assessment project to support improving the learning experience for students in a particular program

Applying what you learn

- \$500 honorarium for designing, implementing, and reporting an assessment project for your program. Once your project is completed, you'll receive the honorarium.

Please fill out the application form on the next page.

PLEASE RETURN THE APPLICATION FORM by **MARCH 31st**:

Peggy Liggitt : 234 McKenny

Or

Peggy.Liggitt@emich.edu

3-Day Spring Assessment Institute Application Form

Please fill out the following information and Return to Peggy Liggitt, 234 McKenny, or via email Peggy.Liggitt@emich.edu by **March 31st**. (USE THE BACK IF YOU NEED MORE ROOM)

Name: _____

Department/School: _____

Position: _____

Email: _____

Phone: _____

1) Are you able to attend all three days (May 11-13th) and participate from 9:00 am- 4:00 pm each day?

2) Briefly explain what program assessment work you are responsibilities for or involved with in your department/school/unit. Also, are you a program coordinator, member of an assessment committee, or instructor for a course(s) where key assignments are collected and analyzed as part of the program's assessment system?

3) How will you apply the information learned in the Assessment Institute?

4) A \$500 honorarium is available for designing, implementing, and reporting an assessment project for your program. Are you interested in designing a project and if so, briefly describe some ideas about this project and the timeframe for implementing and completing it.

Your Signature

Dept. Head/School Director Signature