



KEY DOCUMENTS & FORMS *(misc.)*

About Section I...

This section includes information and/or copies pertaining to key documents, forms and templates. These materials are available in electronic format at:

<http://snl.depaul.edu/student-resources/graduate-resources/Pages/special-documents-forms-and-templates.aspx>

■ MSAT Program Brochure	I-2
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* Independent Learning Project Assessment Form	I-3...

▶ **MSAT Program Brochure**

Copies of the MSAT Program Brochure are available from the SNL Graduate Programs Office. The brochure may also be found at:

<http://snl.depaul.edu/student-resources/graduate-resources/Pages/brochures.aspx>

▶ **MSAT Program Guidebook**

Copies of the MSAT Program Guidebook are distributed to graduate students as they begin their programs of study. Sections are also available (and regularly updated) in electronic format at:

<http://snl.depaul.edu/student-resources/graduate-resources/Pages/guidebooks.aspx>

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	<p>Culmination—Individualized Learning</p> <p>LEARNING PRODUCT ASSESSMENT</p> <p>(MS Program in Applied Technology)</p>
<p>This form can be found at Graduate Student Resources (<i>Special Documents, Forms & Templates</i>). See http://snl.depaul.edu/StudentResources/Graduate_Resources/Forms.asp.</p>	

PROJECT Number <i>(AT-587 or -589)</i> →	# _____
STUDENT'S NAME →	_____
Student's DePaul ID # →	_____

Step 1: Student completes information above and appropriate portion of the narrative assessment (**Self-Assessment**) below. **Student is First Assessor.** [Note: For completion of the assessment process and grade posting within a current quarter, the final learning product(s)—along with the *Learning Product Assessment Form*—must be submitted by no later than two weeks PRIOR to the last day of the quarter. If this deadline is missed, an “R” (research in progress) grade may be assigned by the Faculty Mentor. As soon thereafter as the work is assessed (within the time-limit afforded by the “R” grade), the “R” grade will be replaced with the appropriate letter grade.]

Step 2: Student submits the following three items to the **Second Assessor***:

- (a) this form in WORD-format;
- (b) copy of correspondence outlining planned “deliverables”; and,
- (c) “deliverables” (evidence of learning/learning products) in WORD-format.

*For **AT-587** (Work-based Project): The **Second Assessor** is the CDM MSAT Co-Coordinator (or designate). → Proceed to Step 3.

*For **AT-589** (Reflective Practice Project): The **Second Assessor** is the **Final Assessor** (SNL MSAT Co-Coordinator). → Skip to Step 4.

Step 3: The **Second Assessor** completes his/her portion of the narrative assessment below for AT-587 and, thereafter, forwards all materials to the **Final Assessor** (SNL MSAT Coordinator) for Step 4.

Step 4: The **Final Assessor** (SNL MSAT Co-Coordinator): (a) reviews all materials submitted including applicable previous assessments (entered on the form); (b) completes his/her portion of the narrative assessment (on the form); (c) determines final letter grade (A-F)*; and, (d) forwards the completed assessment form back to the student.

*The associated letter grade is then available for student access within DePaul’s Campus Connect (<https://campusconnect.depaul.edu>) at the end of quarter of posting. If the registration for the project occurred during a previous quarter and received an “R” grade (research in progress) that is still pending (per the R-grade time-limit), the “R” is changed and the student is informed via a ‘grade-change’ email.

CRITERIA GUIDING ASSESSMENT: The following criteria apply to all MSAT Culminating Independent Projects (AT-587 & AT-589) and should be incorporated into each assessor’s narrative comments.

- (1) **Agreement:** Submission fulfills the sought outcomes (deliverables) outlined in the correspondence with the Student—including any adjustments negotiated in advance of submission and in writing with the appropriate MSAT Co-Coordinator. Student includes/attaches relevant correspondence. (*Exceptional/A= agreement fulfilled and attached by student; Strong/B = most of agreement fulfilled; Satisfactory/C = sufficient portions of agreement fulfilled but with gaps.*)
- (2) **Investigation:** Submission demonstrates investigation across multiple data points including peer-reviewed scholarly articles (published within the last 10 years). (*Per 4 credit hours: Exceptional/A = minimum 20 scholarly articles; Strong/B = minimum 15 scholarly articles; Satisfactory/C = minimum of 10 scholarly articles.*) **Note:** Scholarly articles are typically published in peer-reviewed/refereed journals. Wikipedia, personal blogs or mainstream/pop-culture websites are not acceptable scholarly resources.
- (3) **Analysis/Synthesis:** Submission develops a point of view that incorporates analysis and synthesis drawn from multiple vantage points; i.e., (a) it evidences understanding beyond simple/simplistic description and/or mere opinion; and, (b) it evidences knowledge of, and ability to use, professional and scholarly literature in the field or related fields. (*Per 4 credit hours: Exceptional/A = substantial analysis/synthesis; ballpark 40-pages/8000-words*; Strong/B = some analysis/synthesis as well as description; ballpark 35-pages/7000-words*; Satisfactory/C = primarily description; ballpark 30-pages/6000-words**) [**Note: Ballpark pages/word-counts do not include bibliography and addenda and may be adapted—with approval from SNL MSAT Coordinator—for artifacts other than research papers.*]
- (4) **Application:** Submission addresses application of the project consistent with contemporary best practices/standards of professional practice. (*Exceptional = deep description/demonstration of application addressing complexities involved; Strong = solid description/demonstration of application; Satisfactory = basic description/demonstration of application.*)
- (5) **Organization/Coherence:** Submission is well-organized, coherent, skillfully executed and presented in sufficient detail to be understood and evaluated by an “outside” party. (*Exceptional/A = well-organized and coherent; Strong/B = solidly organized; Satisfactory/C = unevenly organized/lacking a framework.*)
- (6) **Polish:** Submission demonstrates graduate-level “polish”—free of grammatical errors, typos, haphazard appearance, APA citation format errors, etc. (*Exceptional/A = well written; no grammatical errors; correct APA citation format; Strong/B = some grammatical errors; APA errors, etc.; Satisfactory/C = numerous grammatical errors, APA errors, etc.*)
- (7) **Reflection:** Submission includes the student’s reflection on his/her learning process through working on this project. This review of “lessons learned” is typically included within an addendum to the product submitted. (*Exceptional/A = deep and nuanced reflection on learning and implications for practice going forward; Strong/B = solid reflection on learning; Satisfactory/C = some reflection on learning.*)



► STUDENT’S Self-Assessment:

Applying criteria above, student assesses Learning Product(s)—

<i>Narrative Assessment regarding Learning Product(s) (Append with extra pages as needed.)</i>				
Rating (check):	<input type="checkbox"/> <i>Exceptional</i>	<input type="checkbox"/> <i>Strong</i>	<input type="checkbox"/> <i>Satisfactory</i>	<input type="checkbox"/> <i>Marginal/Unacceptable</i>

Student Signature: _____ * **Date:** _____

**Email submission is sufficient in lieu of signature. When the first page of the form and this self-assessment portion are complete, the student proceeds to Step 2 (as outlined on the first page of this form).*

► SECOND Assessor (CDM MSAT Co-Coordinator or designate) --for AT-587.

Applying criteria above, next assessor assesses Learning Product(s)—

<i>Narrative Assessment regarding Learning Product(s) (Append with extra pages as needed.)</i>				
Rating (check):	<input type="checkbox"/> <i>Exceptional</i>	<input type="checkbox"/> <i>Strong</i>	<input type="checkbox"/> <i>Satisfactory</i>	<input type="checkbox"/> <i>Marginal/Unacceptable</i>

Assessor Signature: _____ * **Date:** _____

**Email submission is sufficient in lieu of signature. When this assessment portion is complete, the assessor proceeds to Step 3 (as outlined on the first page of this form).*

► FINAL Assessor (SNL MSAT Co-Coordinator) --for AT-587 & AT-589.

Applying criteria above, final assessor assesses Learning Product(s)—

<i>Narrative Assessment regarding Learning Product(s) (Append with extra pages as needed.)</i>				
Rating (check):	<input type="checkbox"/> <i>Exceptional</i>	<input type="checkbox"/> <i>Strong</i>	<input type="checkbox"/> <i>Satisfactory</i>	<input type="checkbox"/> <i>Marginal/Unacceptable</i>

Final Assessor’s Signature: _____ * **Date:** _____

**Email submission is sufficient in lieu of signature. When this assessment portion is complete, the assessor proceeds to Step 4 (as outlined on the first page of this form).*



