## 

**Northcentral Technical College**

**Course Number** 98FQASA **Assessment**

**Syllabus**

**Instructor and Class Information**

**Instructor Name** Paul Clarke

**Email**  Clarke@ntc.edu

**Phone**  715.803.1481

**Office Location** D138

**Instructor Office Hours** Monday 10:00am-Noon and 2:00-3:00pm, Wednesday Noon-1:00pm, Thursday 11:00am-Noon, Friday Noon-1pm, and by appointment. Open Lab Thursday 3:00-5:00pm

**Instructor Information**Please feel free to email or phone me using the contact information provided*. I* *will respond to your message as soon as it is practical for me to do so.* It’s faster to respond to messages that are grammatically correct, contain words that are used and spelled correctly, and are signed by the sender.

**Start Date** 07/01/2017

**End Date** 12/08/2017

**Meeting Times** Independent Study

**Meeting Location** Wherever you are comfortable. Meetings with the instructor can be scheduled if needed.

**Course Information**

**Course Number** 98FQASA

**Course Title** Assessment

Course Description This course develops skills and knowledge necessary to plan for and carry out assessment at the course level, and to utilize the results of the assessment process to improve teaching and learning. Students will create assessments as well as a plan for overall course assessment.

**Total Credits** 2

**Total Hours** 32

**Type of Instruction** Independent Study

**Mode of Delivery** On-Line

**Pre/Corequisites** None

Textbook(s): None

**Learner Supplies:** Access to the Internet and e-mail account, a Peer Reviewer

**Soft Skills**

Soft Skills are broad outcomes or skills that every graduate of an NTC program is expected to achieve.  These skills go beyond the context of a specific course or program and are the skills employers tell us they expect employees to have.  For you to meet these demands, NTC has identified seven Soft Skills that are important to every area of learning. These Soft Skills are: Communicate Effectively, Act Responsibly, Work Productively, Work Cooperatively, Demonstrate Integrity, Think Critically and Creatively and Develop Global Awareness. The Soft Skills that will be a focus in this course are:

1. *Communicate Effectively* – You will demonstrate this soft skill by creating assessment materials and meeting to discuss work with your peer evaluator.
2. *Act Responsibly* – You will demonstrate this soft skill by completing graded assignments, having them peer reviewed, adjusted as needed and then submitted to your instructor prior to the end of the course.
3. *Demonstrate Integrity* – You will demonstrate this soft skill by submitting your own work, not works developed by your team or a textbook company and citing sources as needed in other assignments.
4. *Think Critically and Creatively* – You will demonstrate this soft skill by keeping an open mind while examining new ideas and reviewing your current practices.
5. *Develop Global Awareness* – You will demonstrate this Core Ability by looking outside your own experiences to see the difficulties other people face.

**Course Competencies**

Competencies are what learners will be able to do as a result of the learning experience. In this course the competencies that you must demonstrate are:

1. Create a performance-based assessment plan
2. Employ a variety of formative assessment strategies
3. Employ a variety of summative assessment strategies
4. Communicate assessment results to promote student learning
5. Use assessment to improve instruction
6. Develop a grading system to communicate and report learner performance

**Course Grading and Assessment Information**

This course is a performance-based course, designed for your success. Each competency will have assessment activities or tasks, called PATs, which will evaluate your performance of the course competencies. To earn a passing grade, all competencies must be demonstrated successfully. Graded work will generally be returned to you with feedback one week after the assigned due date.

This class is graded on a pass/fail basis.Your final grade in this class will be based on your successful completion of seven (7) PAT’s.

Performance Assessment Task materials are available in the Learning Plan section of the course.

Students are expected to take responsibility for their performance and address any concerns about grading with the instructor at the earliest possible opportunity

**Re-doing Work That Does Not Meet Performance Expectations**If you have diligently completed the PAT’s should have no trouble meeting the criteria for this course. Please make sure that you utilize a peer to review your work and then make adjustments as necessary before submitting final materials to your instructor.

If you fail to demonstrate competency on any PAT your work will be returned to you for revision. You must revise your work so that it meets the criteria for that task. If your revision meets criteria, showing competence, you will be back on track to pass the course. It is not unusual for some work submitted during an independent study course like this to miss the mark and require revision.

It is your responsibility to be sure that you have reached a satisfactory performance level on all performance assessments. This may require some reading, research and critical and/or creative thinking.

**Late Work**Since this is an independent study course, the only deadline is the end of the semester. Please keep in mind that if you wait until the last week to turn in all of your work there can be delays in reviewing it that could cause you to have difficulty in making required revisions prior to the ned of the semester. Please keep that in mind when managing your time over the course of the semester.

**Final Grades**You will be emailed with a copy of your certificate for the course once your projects have been assessed and competency has been shown.

**NTC Student Guidelines and Procedures**

**Campus Safety & Security**

The Campus Security Department is dedicated to providing a safe and secure learning environment for NTC students, employees and visitors. Recently, a number of armed intruder events have occurred in schools and colleges across the country. Northcentral Technical College wants faculty, staff and students to be prepared should such an event occur here. When on campus and in your personal life please be aware of your surroundings and report any suspicious or strange behavior to Campus Security or your local police. Remember – See Something, Say Something!

Students are asked to view the video (*Plan, Prepare, React*) located within Blackboard/Canvas courses. View the video outside of class, during the first week of class. Faculty will discuss the video with students specific to the learning environment for the classroom.

**Contact NTC Campus Security**

Feel free to add the following contact information to your cell phone:

**Campus Security Department Location:** Room C157 at the Wausau Campus

**Phone:** 715.803.1111 (or ext. 1111) or Cell 715-581-6010

**Text:** 715.581.6010, send the message and the location of the incident

**Email:** [**security@ntc.edu**](mailto:security@ntc.edu)

**Title IX**

Northcentral Technical College prohibits all forms of discrimination, harassment, intimidation, and coercion on campus and at College related activities and functions. NTC is required to investigate all allegations regarding sex discrimination and sexual misconduct under Title IX of the Education Amendments of 1972.

Sexual misconduct incorporates a wide range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing another person.

**Note that by law, all NTC staff are mandated to report any potential Title IX violations (sexual misconduct) for investigation. The only individual on campus who can confidentially hold a potential Title IX violation are the staff through Peaceful Solutions, our contracted vendor for counseling services. Peaceful Solutions can be reached at 715-803-1797.**

Students should report any potential Title IX violations (sexual misconduct) for investigation. Students can report potential Title IX violations by completing a Maxient report (found on the intranet), calling the NTC Title IX Coordinator at 715-803-1057, or visiting or calling NTC Security at 715-803-1111.

**Please review all of the NTC student guidelines and procedures found on the** [**NTC website**](http://www.ntc.edu/current-students/guidelines-procedure)**:**http://www.ntc.edu/current-students/guidelines-procedure

**Academic Support**

The Academic Resource Center (ARC) provides academic support that is specifically designed to assist students who are currently enrolled in a post-secondary class at Northcentral Technical College. Professional and peer tutors provide support for all instructional areas in a variety of formats including in person and live virtual sessions.

NTC’s district-wide College Prep Centers offer a wide variety of academic services. Whether you are just beginning your college journey, returning to school after many years, finishing up your high school credential, or seeking academic self-improvement, the College Prep Center instructors and staff are here to help you succeed. Both instructor-led and classroom based instruction is offered in Adult Basic Education (ABE), GED/HSED, College Prep, and English Language Learning.

Please visit the following sites to learn more about these services.   
[**Academic Resource Center**](http://www.ntc.edu/current-students/academic-resource-center)**:** http://www.ntc.edu/current-students/academic-resource-center  
[**College Prep Center**](http://www.ntc.edu/future-students/college-prep-center)**:** http://www.ntc.edu/future-students/college-prep-center  
  
**Academic Accommodations**   
NTC is committed to providing reasonable accommodations that allow students with disabilities to fully participate in the technical college environment. If you are a student with a documented disability and believe you could benefit from academic accommodations, please contact Disability Services at 715.803.1469 or visit [**Disability Services**](http://www.ntc.edu/disability-services): http://www.ntc.edu/disability-services.  
  
**NTC Student E-Mail**   
Email is NTC’s official communication tool with students. Please check your NTC email often. All college and course communication will be through NTC student email and Blackboard/Canvas. Please use professional communication at all times.   
  
**Help Desk Information**   
NTC has a Help Desk to provide technical support. Requests for help may include login and password problems, course software use, software technical problems, and browser questions. If you have questions or need assistance when you are working on your course, you can contact the NTC Student Help Desk by calling 715-803-1160 or 1-888-682-7144 ext. 1160. You can also submit a help ticket online at [**Helpdesk**](http://www.ntc.edu/helpdesk): http://www.ntc.edu/helpdesk. Please provide the following information: name of course, your student ID number, what you were trying to do, any error messages you may have received, and how to contact you.

**Course Revisions**   
In this syllabus, I have provided course information and a tentative schedule to guide your learning. I do, however, reserve the right to revise this information so that I may offer you the most current content and effective educational experiences. I will communicate any syllabus or schedule changes to you in a timely manner to support your success in this course.  
  
**Course Schedule**   
Since this is an independent study course, there is no week-to-week schedule. It is suggested that you start with the first learning plan (as listed in Blackboard) and work through them sequentially, from Learning Plan One to Learning Plan Five.

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| **Learning Plan** | **Competencies/Learning Objectives** | **Learning Activities** | **PATs** |
| *Learning Plan 1* | Create a performance-based assessment plan | 1. Watch the introductory video.  2. Read the PAT for this Learning Plan. Begin with the End in Mind. The PAT tells you about the work you will be doing and the product you will submit to me to show competence. The PAT (and in this case a sample plan) is at the bottom of this page.  3. Review the best practices list below. If any of the statements challenge you, spend some time exploring those concepts.  4. Review the website on Authentic Assessment.  5. Complete PAT#1 and submit your work after receiving peer review. | Performance Based Assessment Plan |
| *Learning Plan 2* | Employ a variety of formative assessment strategies | 1. Watch the introductory video.  2. Define Classroom Assessment Techniques (CATs).  3. Research Classroom Assessment Techniques.  4. Think about CATs you can use in your classroom.  5. Complete PAT#2 and submit your work after receiving peer review. | Formative Assessment Strategies Portfolio |
| *Learning Plan 3* | Employ a variety of summative assessment strategies  Communicate assessment results to promote student learning | 1. Watch the introductory video.  2. Read the first PAT for this Learning Plan.  3. Review the websites on Direct and Indirect Measures of Learning.  4. Research Indirect measures used by your Program and/or College.  5. Complete PAT#3a and submit your work after receiving peer review.  6. Read the second PAT for this Learning Plan.  7. Review the websites on Performance Assessment Tasks and creating Rubrics.  8. Complete PAT#3b and submit your work after receiving peer review.  9. Read the third PAT for this Learning Plan.  10. Review the websites on Test Writing.  11. Complete PAT#3c and submit your work after receiving peer review. | Indirect Measures of Learning Report  Performance Assessment Task Construction  Test Construction |
| *Learning Plan 4* | Communicate assessment results to promote student learning | 1. Watch the introductory video.  2. Read the first PAT for this Learning Plan.  3. Review the best practices list below. If any of the statements challenge you, spend some time exploring those concepts.  4. Complete PAT#4 and submit your work after receiving peer review. | Grading System |
| *Learning Plan 5* | Use assessment results to improve instruction | 1. Watch the introductory video.  2. Read the PAT for this Learning Plan.  3. Review the linked websites on Classroom Assessment Techniques or search for websites that connect more directly to your area of expertise.  4. Complete PAT#5 and submit your work after receiving peer review. | Story Time |