Foundations Programmatic Assessment Guidelines
100-level Courses - Spring 2015

Rollins faculty teaching 100-level neighborhood courses in Spring 2015 have an additional responsibility to provide student assignments for programmatic assessment.

The AACU LEAP learning outcomes that have been assigned to 100-level neighborhood courses are:

- Written Communication
- Information Literacy

Faculty responsibilities:

1. **Design and select the assignment(s) in your course that are appropriate for programmatic assessment.** Faculty can choose to have one assignment satisfy both programmatic learning outcomes (in that case, students would simply upload their completed assignment to both Foliotek portfolios), or faculty can select separate assignments for Written Communication and Information Literacy.

2. **Confirm that the students submit their work into the appropriate Foliotek portfolio without student identifiers** (there are no specific file-naming requirements). One can conceive of a process where students submit their work with student identifiers in the assignment to the faculty member for grading, then remove student identifiers and upload that anonymous work into Foliotek - that would be ideal.

3. **Respond if/when they get emails informing them that their students have not yet uploaded their assignments into Foliotek.** There will be no official Foliotek submission week; the assignments chosen by the faculty member and when those assignments are due is completely up to the faculty member. The Written Communication and Information Literacy Foliotek portfolios will be checked twice - three weeks prior to the end of classes and during the final week of classes. Faculty members with students who have not uploaded their assignments will be contacted by email.

Amy Sugar and Anna Lohaus from Instructional Design and Technology has already put together a wonderful blog post that will guide students on exactly how to submit these assignments in Foliotek.


If you have any questions on how to develop or select appropriate assignments for programmatic assessment, please contact James Zimmerman ([jzimmerman@rollins.edu](mailto:jzimmerman@rollins.edu)).

If you or your students have any questions on the Foliotek submission process, please contact the Help Desk in the Olin Library at 407-628-6363 or (ext.6363).