

## **INSTRUCTIONS FOR ASSESSMENT**

For English Department Faculty  
Spring 2018

1. Faculty members assess undergraduate portfolios and graduate prospectuses, theses, and dissertations. We are in the process of shifting all assessment to Chalk and Wire.
2. If you are assessing undergraduate portfolios this semester, you will receive a notice from Chalk and Wire.
3. If you are assessing graduate work, you will also receive a notice from Chalk and Wire once your student has registered. Please encourage your all your students to register, as requested by Chris. When students are ready to submit prospectuses or complete their graduate projects, they will upload information about their committee and signature pages to a Chalk and Wire assessment page.
4. For reference, the undergraduate evaluation forms are located on the Senior Portfolio page:  
[http://english.gsu.edu/undergraduate/undergraduate\\_resources/senior-portfolios/](http://english.gsu.edu/undergraduate/undergraduate_resources/senior-portfolios/).
5. For reference, the evaluation forms for graduate students are located on the Graduate Documents page:  
[http://english.gsu.edu/graduate/graduate\\_resources/graduate-documents/](http://english.gsu.edu/graduate/graduate_resources/graduate-documents/)
6. A one-page instruction sheet for faculty assessors is available on our departmental web page, under Faculty Information and Forms and also under Graduate Documents. The student instruction guide is also available under Graduate Documents.

### **Please note:**

\*All faculty are responsible for sharing the work of evaluating undergraduate portfolios.

\*All M.A./M.F.A. thesis directors and all Ph.D. dissertation directors are responsible for assessing their students at the prospectus stage and upon completion of their students' projects.