INSTRUCTIONS FOR ASSESSMENT  
For English Department Faculty  
2019-2020

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.

Both undergraduate and graduate assessment for the department should be done online, through Chalk and Wire. Please DO NOT approve your graduate students’ prospectus, thesis, or dissertation without completing assessment of that student.

Here’s how the process works:

1. If you are assessing undergraduate portfolios this semester, you will receive a notice from Chalk and Wire. For reference, the undergraduate evaluation forms are located on the Senior Portfolio page:  
   http://english.gsu.edu/undergraduate/undergraduate_resources/senior-portfolios/. Undergraduates will see your comments on their portfolios, so craft them accordingly.

2. If you are assessing graduate work, you will receive a notice from Chalk and Wire once your students have registered and uploaded their documents (prospectuses or title and signature pages for theses and dissertations). Students receive instructions about how to do so from the Graduate Director; if they have any difficulty, they can consult Chris or me.

3. When you receive your notice, log in to Chalk and Wire at chalkandwire.gsu.edu via GSU login and your campus ID and password. Look for the main menu and click on “Assessment.” Select “Assess.” You should see your pending assessment(s) and be able to access your students’ files. If you have any trouble with the system, please contact Crystal Bundrage at CETL by sending a message to help@gsu.edu.

4. If your student has completed a thesis or dissertation prospectus, please invite the other members of the committee to provide their suggested scores to you based on the assessment rubric. (All rubrics are available in printable form on our web page under “Graduate Documents.”) Enter the average of the committee members’ scores into Chalk and Wire.
5. If you have a prospectus or dissertation defense scheduled, ask your student to register in Chalk and Wire well in advance of the defense date. Bring a paper copy of the assessment rubric with you so that the committee can discuss it and determine the scores together. Then, as soon as the defense is finished, log in and enter the online assessment.

6. Complete your assessment(s) and be sure to release the scores, as instructed in the guide, so that students know they have completed the process and satisfied our assessment requirement.