

Invitation to Participate

You are invited to take part in the next phase of our exciting college-wide assessment study to answer the question, **“How does a Shoreline education improve a student’s ability to write effectively?”**

Last quarter, we conducted a brief survey about Shoreline’s General Education Outcome focused on written communication.

Formulate and express information, ideas and opinions in mechanically sound written forms that have a clear purpose, focus, thesis and organization; that are appropriate for their audience in content and style; and that support, clarify, and expand complex ideas with relevant details, examples and arguments.

The [results of the survey](#) revealed that although a very large portion of courses in the MCO (84%) system indicate at least one assessment of written communication, there is not a strong correlation between what is recorded in the MCO system and instructors’ ratings of how much the course contributes to students’ writing ability.

The next phase in the assessment project will be gathering samples of student work. Because the purpose of the project is a general assessment of writing ability, **we are seeking a wide range of courses both in discipline and in level** (introductory to advanced).

All we need from you would be (see below for instructions):

- A description of one assignment from this quarter that you believe allows students to demonstrate their current ability to write effectively
- Copies (paper or electronic) of student submissions from that assignment

Associate faculty will be compensated for one hour’s time for contributing to this project. If you are able to participate, **please respond to Bayta Maring (bmaring@shoreline.edu)** with responses to the following questions:

- In which course (or courses) this quarter would you have an assignment that might be appropriate for the sample?
- When will students have submitted this assignment?

Once you have responded that you are able to participate, we will send you specific instructions about how to gather samples and inform students about the project.

If you are interested in assessment, **stay tuned for an opportunity to participate in a two-day retreat** during the week after Labor Day (September 5 – 9, 2017).

Instructions for Participating

1) Inform students

I would like to inform students about the study and allow them an opportunity to opt out if they so desire. Please either post the following blurb on Canvas (feel free to edit), or make an announcement in class to this effect.

This quarter, our class will be participating in a campus-wide project about how Shoreline courses contribute to students' writing abilities. For this purpose, a group of faculty and staff will review writing samples from approximately 20 different Shoreline courses in a wide variety of disciplines. I will be forwarding copies of your writing assignments to this group, who will not know your name or any other identifying information about you. If you would rather not be part of this project, please let me know and I will not forward your assignment to the assessment group. If you have questions about the project, you can contact Bayta Maring, Shoreline's Director of Institutional Assessment and Data Management (bmaring@shoreline.edu, 206-546-6949).

2) Submit a copy of the assignment itself

To provide context for evaluating students' writing, please email me a copy of the assignment, in whatever format you present the requirements to students.

When you send the assignment, please also include

- Course Name & Title
- Date assignment was/is due
- Any additional information that might provide context for assessment

3) Gather samples

I will eventually anonymize the samples for evaluation, but I **do need each piece of student work labeled with a name or SID number**. The rationale is that I will eventually correlate students' scores on this assessment to their course taking patterns (number of credits they have taken, number of writing-intensive courses, etc.). However, I will connect their SID/Name to a code number, and only the code number will be saved/stored with the final samples. Please let me know if you have any questions.

For online assignments submitted on Canvas

It is fairly straightforward to download all submissions for one assignment, and I am guessing you probably do this often for grading. The instructions can be found here: <https://community.canvaslms.com/docs/DOC-10137-415255011>. The assignments will be in a zip file, including one file per student, with an identifier in the file name, so no need to add SID or anything. If you would like to submit a type of assignment (e.g., discussion) that does not fit into this format, just let me know and we can troubleshoot.

For paper assignments

The preferred format would be a scan of all the assignments including a name and/or SID on each assignment. Alternately, you can provide paper photocopies of the assignments (again, including an identifier). If you are concerned about copying charges or don't have access to a scanner, feel free to come to the 1000 building and use my code (and we can help with the actual copying as well). I can also give you a budget number to use for copying charges.

4) Submit samples

You can email me zip files or scanned files, or put them on a thumb drive, and I can come and put it right on my laptop. Paper copies can be sent through campus mail or we can come pick them up!

Part-time faculty can receive payment for up to one hour for your work compiling these samples. To receive payment, please complete [this form](#) and send it to Pollie McCloskey (pmccloskey@shoreline.edu).