

## Directions for completing Course Assessment requirements

Updated Spring 2009

The website for Course Assessment is

### **Course Assessment Forms:**

There are three (3) different Course Assessment Forms

Pick one of the following:

- a. Nicholsform.doc is the portrait form
- b. Landscapenew.doc is the Nichols form in landscape columns
- c. Bestpractices.doc is the HCL recommended document

Questions regarding the completion of course assessment documents should be referred to the Department Assessment Coordinator of your discipline.

Please submit electronic documents to your Department Assessment coordinator:

Select the assessment document you prefer then:

- Immediately do a "save as" and
- Label with course prefix, course number and section number  
(EXAMPLE: PSY10133000)
- This makes organizing document much easier for the Department Coordinator.

As Campus Course Assessment Coordinator, your participation in this important process assists our students in completing successful student learning outcomes.

Thank you.

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