Instructor ______________________
Class _________________________

You are being asked to complete this form because a class you are teaching fulfills UAlbany’s General Education requirement under the category of Foreign Language; to fulfill that requirement, students are expected to meet two learning objectives. This form gives you an opportunity to document (a) near the beginning of the term how your course assignments align with those four learning objectives and (b) after the end of the term, how many of the students in your class demonstrated a mastery of each of those objectives.

Instructions:

Please complete this form for all learning objectives. Within each learning objective, please complete cells for the assessment tools you will be using to and leave others blank. This is a Word document; cells will expand as you type.

At the beginning of the term, please complete the column labeled “Start of Term” and, to the extent that you already have materials prepared, also complete the “Samples” column and return the form and any attachments to estein@albany.edu no later than (DATE) for people teaching full-year courses, and no later than (DATE) for people teaching spring-only courses, while retaining a copy for your records.

At the end of term, please complete the columns labeled “End of Term,” along with the “Samples” column if not completed earlier, and return the form and any attachments to estein@albany.edu no later than (DATE).

Please contact Steven Doellefeld, steven@albany.edu with any questions about how to complete the form or about the General Education assessment process. More information about General Education and General Education Assessment at the University at Albany can be found at http://www.albany.edu/assessment/gen_ed_assess.html.
Please Read All Instructions Carefully.

<table>
<thead>
<tr>
<th>Learning Objectives:</th>
<th>Assessment tools (assignments, exams, presentations, projects, etc.):</th>
<th>(Start of Term) Your Choice of Tool:</th>
<th>Samples</th>
<th>(End of Term) Results:</th>
<th>(End of Term) Reflection:</th>
</tr>
</thead>
<tbody>
<tr>
<td>These are the two objectives for this General Education category.</td>
<td>This list represents a variety of tools. Feel free to add others in the additional spaces if the one(s) you intend to use are not represented.</td>
<td>For each assessment tool that you intend to use, briefly (2-3 sentences) describe how it will allow you to measure the learning objective. For instance, if you chose a component of an essay exam, how do you know it effectively measures the students’ mastery of the particular objective it is designed to assess?</td>
<td>Indicate which tools you will use with an “X.” Please send along examples with this completed form.</td>
<td>Record the number of students achieving at each level for each objective. Per the Gen Ed Assessment Plan, results are the equivalent of letter grades as follows: Exceeded = A, A- Met = B+, B, B-, C+, C, C- Approached = D+, D, D- Did not meet = E</td>
<td>Based on these results, and thinking about your teaching strategies or curriculum, briefly describe: (1) what strategies helped your students achieve these learning objectives and (2) what changes you would make if you taught this course again, if any.</td>
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</tbody>
</table>

### 1) Students will be able to demonstrate:

- proficiency in the understanding and use of fundamental elements of a foreign language.

<table>
<thead>
<tr>
<th>Items on quizzes</th>
<th>Items on multiple choice tests</th>
<th>Components of essay exams</th>
<th>Components of out-of-class writing assignments</th>
<th>Components of term/research papers</th>
<th>Components of group projects</th>
<th>Components of oral presentations</th>
<th>Other (Please specify):</th>
<th>Exceeded</th>
<th>Met</th>
<th>Approached</th>
<th>Did not meet</th>
</tr>
</thead>
</table>

*In the boxes above, please enter the number of students in your class who exceeded, met, approached, or failed to meet learning objective 1 across all assessment tools.*
## Learning Objectives:

*(assignments, exams, presentations, projects, etc.)*

This list represents a variety of tools. Feel free to add others in the additional spaces if the one(s) you intend to use are not represented.

### Your Choice of Tool:

For each assessment tool that you intend to use, briefly (2-3 sentences) describe how it will allow you to measure the learning objective. For instance, if you chose a component of an essay exam, how do you know it effectively measures the students’ mastery of the particular objective it is designed to assess?

### Samples

Indicate which tools you will use with an “X.”

*Please send along examples with this completed form.*

### Results:

Record the number of students achieving at each level for each objective. Per the Gen Ed Assessment Plan, results are the equivalent of letter grades as follows:

- **Exceeded** = A, A-
- **Met** = B+, B, B-, C+, C, C-
- **Approached** = D+, D, D-
- **Did not meet** = E

*Please Note:* These grade ranges are only for the specific parts of assignments related to the specified learning objective, not the students’ grades in the course.

### Reflection:

Based on these results, and thinking about your teaching strategies or curriculum, briefly describe:

1. what strategies helped your students achieve these learning objectives and
2. what changes you would make if you taught this course again, if any.

<table>
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<tr>
<th>2) <strong>Students will be able to demonstrate:</strong> knowledge of distinctive features of the culture(s) associated with the language they are studying.</th>
<th>Leave blank for assessment tools you will not use.</th>
<th>Exceeded</th>
<th>Met</th>
<th>Approached</th>
<th>Did not meet</th>
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*In the boxes above, please enter the number of students in your class who exceeded, met, approached, or failed to meet learning objective 2 across all assessment tools.*
General Education Assessment
University in the High School
Category: Foreign Language

How long did it take you to complete the relevant portions of this form at the start of the term? __________

How long did it take you to complete the relevant portions of this form at the end of the term? __________

Please add any comments or suggestions about the form or the general education assessment process.

Thank you!