# **VWCC General Education Outcomes Assessment**

# **Artifact Submission Cover Sheet**

## Please send this cover sheet along with artifact submissions to ie@virginiawestern.edu

[ ]  Instructions are included

[ ]  Grading key is included (if applicable)

[ ]  Artifacts are ungraded

[ ]  Student names are on the artifacts

[ ]  Artifacts are not a team project (unless each team member’s work can be separately evaluated)

[ ]  Artifacts are not true/false or multiple choice tests (unless there is an exception)

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 **Instructor Name:**

 **Submission Date:**

 **Course Number & Section:**

 **Course Name:**

 **Academic Term:**

 **Number of Artifacts Submitted:**

**Short description of the assignment:**

**Should the outcome be assessed using the entire assignment, or only part of it?**

[ ]  Entire assignment

[ ] Part of the assignment. Which part?

**Outcome(s) to be assessed.**

[ ]  **Civic Engagement**

[ ]  This year, 2020-21, Civic Engagement will be measured by voting registration and voting rates. VWCC will organize voter registration initiatives for students and promote voting in this year’s Presidential Election. NSLVE reporting will be used as an assessment. No artifacts will be submitted.

[ ]  **Professionalism**

[ ]  **Attendance.** Does the student attend class regularly and communicate absences to instructor?

[ ]  **Time Management.** Does the student manage time effectively?

[ ]  **Work Place Demeanor.** Does the student present a professional work place presence?

[ ]  **Communication Skills.** Does the student demonstrate effective oral and written communication skills?

[ ]  **Quality of Work.** Does the student provide high quality, best effort work?

[ ]  **Participation/Teamwork.** Does the student accept responsibility