

# Barry University PACE

School of Professional And Career Education

**TO: All PACE faculty teaching undergraduate Distribution courses.**

**RE: Instructions for Embedded Assessment Assignment in Distribution Courses**

**Please note that if you are teaching a course which meets the Barry University undergraduate distribution (general education) requirement, certain assessment procedures must be followed.**

**This is an absolute requirement for all PACE “Distribution Courses”.**

*Please do not forget to complete this essential step. This information is used for our assessment plan and is required by our accrediting organization (SACS).*

**There is a detailed explanation below. Please read it carefully.**

Should you have any questions at all on this process, please do not hesitate to contact your academic coordinator. Thank you so much for assisting with our assessment and accreditation processes.

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**General Description:**

The rubric “embedded” at the end of your syllabus has criteria for assessing the “Distribution/Embedded Assessment Assignment”. It is always a **single assignment** (though occasionally an assignment may have 2 pieces, like a paper and related presentation, but it’s conceived as a single assignment for this particular assessment function). Sometimes it’s a paper, sometimes a presentation, a final exam, etc. depending on the course. It’s an “embedded” assessment because the scoring rubric is “embedded” in the syllabus for all to see and understand how learning outcomes are assessed for this one assignment. We may use rubrics as a tool to score other assignments (I use them for participation, projects, etc.), but they are not included in the syllabus, so they are not “embedded”. This rubric at the end generates information we collect. As you can see on your rubric in your syllabus, the scoring is a scale of 1-5 (the scores of 4 and 2 are not verbally explained since we can assume they are “between” the other scores).

So, after you grade everyone’s Distribution Embedded Assessment Assignment, you use that final rubric to calculate and enter scores for each criterion, add the total, and divide it by the total number of criteria to get the “Rubric Score” for each student. You enter that score (including decimal points) for each student in your received *assessment log* and send it back to Isabel Benavides ([ibenavides@mail.barry.edu](mailto:ibenavides@mail.barry.edu)) with a copy to [aceassessments@barry.edu](mailto:aceassessments@barry.edu). Generally, the number corresponds with the grade for the single assignment (not necessarily for the whole course since this

is only one assignment). The log you receive should already have your roster already listed. Contact Gessy Lilavois [glilavois@barry.edu](mailto:glilavois@barry.edu) if you cannot open the file. See checklist below.

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**Checklist/procedure for Assessment logs/where to send them:**

**LOG DUE DATE: When Grades are Due (at 5pm usually 3 business days after end of term, but check your Barry emails as this date is sent to all instructors every term)**

**These scores must be based on the written evaluation criteria or rubric developed specifically for the assignment.**

**The reported score is the average of the scores received on each trait of the rubric.**

**The Logs must be completed as follows:**

1. Insert the score (1-5) for each student. Report the actual average score, including decimal points.
2. If you do not have a score for a student, due to withdrawal from the course or to not completing the assignment, then write “no score” next to the name. **Do not report a score of “0” for any student.**
3. **Sign and date the form** in the space provided at the top of the Log.

**Return to:**

**By E-mail:** [ibenavides@barry.edu](mailto:ibenavides@barry.edu) with a copy to [aceassessments@barry.edu](mailto:aceassessments@barry.edu)

**By Fax:** 305-899-3466

**By mail:** Attention: Isabel Benavides

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