Instructions for the Assessment of the "Student Outcome" Assigned to Your Course

1. Use the provided template in the Excel file titled **Student Record Form** to carry out the assessment of the **Student Outcome (SO)** corresponding to your course.

2. Identify the tab for the **SO** assigned to your course.
3. Complete the following fields in the document:

   a. **Term**: Enter the academic year; for example, **2023-24**, etc.
   b. **Course number**: For example, **INCI 4008**, etc.
   c. **Instructor**: Enter the name of the professor responsible for conducting the assessment.
   d. In the column corresponding to students, enter the student numbers of all enrolled and assessed students in the course. If additional rows are needed to accommodate all evaluated students, add them in the Excel sheet.

4. Assess each enrolled student in the course for each criterion of the assigned **SO**. Assign a number on a **scale from 1 to 4**, using the rubric corresponding to the **SO**, which is included in the Excel file. To conduct the **SO** assessment, it is not necessary to evaluate all course materials; you may select an **exam, an assignment, or a related project**. **Note**: Be sure to read the **SO** criteria so that the selected work for assessment incorporates them.

5. Conduct a **brief analysis or reflection** on the achievement of the **SO** in the provided space. Start by describing the selected work for evaluation (**whether it was an exam, assignment, project, etc.**), explaining how it relates to the **SO** criteria and its importance in the context of the course.

6. Provide **recommendations** in the designated space for improvement based on the analysis or reflection of the obtained results. These recommendations may include **adjustments in activities, methodologies, or evaluations** used to better support the achievement of the **SO** in future iterations of the course.

7. Finally, include a **scanned copy (preferably in PDF)** of the **best and worst** work referenced in the assessment.