# I. KEY DOCUMENTS & FORMS (misc.)

About Section I...
This section includes information and/or copies pertaining to key documents, forms and templates. These materials are available in electronic format at:

[http://snl.depaul.edu/student-resources/graduate-resources/Pages/special-documents-forms-and-templates.aspx](http://snl.depaul.edu/student-resources/graduate-resources/Pages/special-documents-forms-and-templates.aspx)

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MSAT Program Brochure
Copies of the MSAT Program Brochure are available from the SNL Graduate Programs Office. The brochure may also be found at:
http://snl.depaul.edu/student-resources/graduate-resources/Pages/brochures.aspx

MSAT Program Guidebook
Copies of the MSAT Program Guidebook are distributed to graduate students as they begin their programs of study. Sections are also available (and regularly updated) in electronic format at:
http://snl.depaul.edu/student-resources/graduate-resources/Pages/guidebooks.aspx
Culmination—Independent Learning
LEARNING PRODUCT ASSESSMENT
(MS Program in Applied Technology)

This form can be found at Graduate Student Resources (Special Documents, Forms & Templates). See http://snl.depaul.edu/StudentResources/Graduate_Resources/Forms.asp.

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<th>PROJECT Number (AT-587 or -588 or -589)</th>
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<tr>
<td>STUDENT’S NAME</td>
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<td>Student’s DePaul ID #</td>
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**Step 1:** Student completes information above and his/her portion of the narrative assessment (Self-Assessment) below.

**Step 2:** Student submits the following three items to the *next assessor*:
- (a) this form in WORD-format;
- (b) copy of correspondence outlining planned “deliverables”; and,
- (c) the “deliverables” (evidence of learning; learning products).

*The next assessor* for independent Work-based Projects (AT-587 & AT-588) is the **CDM MSAT Co-Coordinator** (or designate). ➔ Proceed to Step 3.

*The next assessor* for the independent Reflection Project (AT-589) is the **SNL MSAT Co-Coordinator**. ➔ Skip to Step 4.

**Step 3:** The *next assessor* completes his/her portion of the narrative assessment below. If AT-587 or AT-588, all materials are then forwarded to the **SNL MSAT Coordinator**.

**Step 4:** The **SNL MSAT Co-Coordinator**: (a) reviews assessment input from the student and—for AT-587 and/or 588—from the CDM MSAT Co-Coordinator; (b) completes his/her portion of the narrative assessment; (c) determines final letter grade (A-F)*; and, (d) forwards the completed assessment form back to the student.

*The associated letter grade is then posted for student access within DePaul’s Campus Connect (https://campusconnect.depaul.edu) at the end of the current quarter. If the registration for the project occurred during a previous quarter and received an “R” grade (research in progress) that is still pending (per the R-grade time-limit), the “R” is changed and the student is informed via a ‘grade-change’ email.*
CRITERIA GUIDING ASSESSMENT: The following criteria apply to all MSAT Culminating Independent Projects and should be incorporated into each assessor’s narrative comments.

(1) **Agreement:** Submission fulfills the **sought outcomes** (deliverables) outlined in the correspondence with the Student—including any adjustments negotiated in advance of submission and in writing with the appropriate MSAT Co-Coordinator. *(Exceptional/A = agreement fulfilled and attached by student; Strong/B = most of agreement fulfilled; Satisfactory/C = sufficient portions of agreement fulfilled but with gaps.)*

(2) **Investigation:** Submission demonstrates **investigation** across multiple data points including peer-reviewed scholarly resources (published since 2005). *(Per 4 credit hours: Exceptional/A = minimum 20 scholarly resources; Strong/B = minimum 15 scholarly resources; Satisfactory/C = minimum of 10 scholarly resources.)*

(3) **Analysis/Synthesis:** Submission develops a **point of view that incorporates analysis and synthesis** drawn from multiple vantage points; i.e., (a) it evidences understanding beyond simple/simplistic description and/or mere opinion; and, (b) it evidences knowledge of, and ability to use, professional and scholarly literature in the field or related fields. *(Per 4 credit hours: Exceptional/A = substantial analysis/synthesis; ballpark 40-pages/8000-words*; Strong/B = some analysis/synthesis as well as description; ballpark 35-pages/7000-words*; Satisfactory/C = primarily description; ballpark 30-pages/6000-words* ) *(Note: Ballpark pages/word counts do not include bibliography and addenda and may be adapted—with approval from SNL MSAT Coordinator—for artifacts other than research papers.)*

(4) **Application:** Submission addresses **application** of the project consistent with contemporary best practices/standards of professional practice. *(Exceptional = deep description/demonstration of application addressing complexities involved; Strong = solid description/demonstration of application; Satisfactory = basic description/demonstration of application.)*

(5) **Organization/Coherence:** Submission is **well-organized, coherent, skillfully executed and presented in sufficient detail** to be understood and evaluated by an “outside” party. *(Exceptional/A = well-organized and coherent; Strong/B = solidly organized; Satisfactory/C = unevenly organized/lacking a framework.)*

(6) **Polish:** Submission demonstrates **graduate-level “polish”**—free of grammatical errors, typos, haphazard appearance, APA citation format errors, etc. *(Exceptional/A = well written; no grammatical errors; correct APA citation format; Strong/B = some grammatical errors; APA errors, etc.; Satisfactory/C = numerous grammatical errors, APA errors, etc.)*

(7) **Reflection:** Submission includes the student’s **reflection** on his/her learning process through working on this project. This review of “lessons learned” is typically included within an addendum to the product submitted. *(Exceptional/A = deep and nuanced reflection on learning and implications for practice going forward; Strong/B = solid reflection on learning; Satisfactory/C = some reflection on learning.)*

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STUDENT’s Self-Assessment:
Applying criteria above, student assesses Learning Product(s)—

Narrative Assessment regarding Learning Product(s) (Append with extra pages as needed.)

Rating (check): ___ Exceptional  ___ Strong  ___ Satisfactory  ___ Marginal/Unacceptable

Student Signature: ___________________________________________  * Date: ____________
*Email submission is sufficient in lieu of signature. When the first page of the form and this self-assessment portion are complete, the student proceeds to Step 2 (as outlined on the first page of this form).

NEXT Assessor (CDM MSAT Co-Coordinator or designate) --for AT-587 & AT-588
Applying criteria above, next assessor assesses Learning Product(s)—

Narrative Assessment regarding Learning Product(s) (Append with extra pages as needed.)

Rating (check): ___ Exceptional  ___ Strong  ___ Satisfactory  ___ Marginal/Unacceptable

Assessor Signature: __________________________________________  * Date: ____________
*Email submission is sufficient in lieu of signature. When this assessment portion is complete, the assessor proceeds to Step 3 (as outlined on the first page of this form).

FINAL Assessor (SNL MSAT Co-Coordinator) --for AT-587, AT-588 & AT-589
Applying criteria above, final assessor assesses Learning Product(s)—

Narrative Assessment regarding Learning Product(s) (Append with extra pages as needed.)

Rating (check): ___ Exceptional  ___ Strong  ___ Satisfactory  ___ Marginal/Unacceptable

Final Assessor’s Signature: _________________________________  * Date: ____________
*Email submission is sufficient in lieu of signature. When this assessment portion is complete, the assessor proceeds to Step 4 (as outlined on the first page of this form).