# Course File Forms

The documents required for the course file are shown below. These are every submitted every semester for each course offered in its regular semester. The documents are included in this appendix with sample data. Documents required in course file:

1. ABET Course File Help & Guidelines
2. Course File Form 1 – Course Syllabus *(syllabi included in Appendix A)*
3. Course File Form 2 – Semester-specific Course Data
4. Course File Form 3 – Detailed Grade Sheet
5. Course File Form 4 – CLO Assessment
6. Course File Form 5 – CLO-SO Conversion
7. Course File Form 6 – Faculty Course Review
8. Course File Form 7 – Student Survey
9. Course File Form 8 – Student Survey Evaluation
10. Course File Form 9 – Course File Checklist
11. Example Data Collection for Course File Form 4

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Course File Help & Guidelines

A course file should be completed by an instructor for each course that they are teaching. If multiple instructors are teaching a course, then each instructor should complete and submit a separate file, unless the instructors have been fully synchronized throughout the semester teaching identical material, and undertaking identical assessments, in which case they may submit a single unified file.

There are ten requirements for an ABET course file, and guidance is provided for each requirement below. Templates are provided for the requirements, with sample data included. At the end of this document, there are guidelines on submission of the course file.

#### Requirement 0: Teaching Materials

Teaching materials means any lecture slides, handouts, or extra notes that you gave to the students. Please create a folder called “Teaching Materials” and organize all your materials inside it.

#### Requirement 1: Course Syllabus

The document titled, “Course File Form 1 – Course Syllabus.doc” contains course syllabi for all courses taught to our students. Delete all courses from this file except for the course for which you are submitting a file. The syllabus includes all course details ranging from the course number and name, to how it meets ABET Student Outcomes and the names and dates related to its approval.

#### Requirement 2: Semester-specific Course Data

Complete the document titled, “Course File Form 2 – Semester-specific Course Data.doc”. The document contains sample data to help you complete the required information.

#### Requirement 3: Detailed Grade Sheet

A complete grade sheet should be submitted that shows the grades obtained by each student in each of the assessments on the course. The grade sheet should be completed as an Excel file. A template is provided in the document titled, “Course File Form 3 – Detailed Grade Sheet.xls”.

#### Requirement 4: CLO Assessment

Assessments are homework, quizzes, midterms, etc. that you use on your course to assess the skills and understanding achieved by your students on your course. Information is required relating to **EACH** assessment to monitor the students’ level of achievement. The first five sub-requirements are straightforward: a copy of the assessment, a copy of the model answer or relevant mark scheme, and copies of three students’ work showing strong, average, and weak answers if the total number of students is 20 or more. If less, then copies of all work is required. ABET wants copies of student work for three main reasons:

1. Compare the breadth and depth of the assessments with the course learning outcomes (CLOs): where breadth means that all CLOs are covered, and depth means that assessments explore the students skills and knowledge to the appropriate difficulty as written in the CLOs. For example, if a course’s learning outcome claims “students will be able to **analyze** a customer request and use it to develop a requirements document”, then there should be evidence of students doing such **analysis**, with appropriate difficulty, in one or more assessments.
2. Fair marking: marks given to an answer will be compared to the mark scheme supplied.
3. Feedback: ABET is looking to see the quality of feedback given to students when they answer incorrectly. They are especially looking to see the feedback given to weak student work. For this reason, although it is fine to accept work electronically, marking must be done on physical copies, and returned to students to give them their feedback. However, please remember to take copies of high, average, and low student work for this ABET course file before returning work to students!

The sixth sub-requirement is to complete “Course File Form 4 – CLO Assessment.doc”. The top half of the form requires basic information about the assessment. The columns of the last table are:

1. Course Learning Outcomes: copy these from your course syllabus (see requirement 1)
2. Question No(s): Write down the question numbers that assess the corresponding CLO. Note that not all assessments need to cover all CLOs, so it is fine for the last three columns next to a CLO to be blank. Some questions may cover multiple CLOs (but it is better to design the questions so that they do not). Some questions may not cover any CLOs, and should thus be excluded.
	1. **Tip:** assess each CLO at least twice, including once in the final exam, to get multiple data points about students’ achievement.
	2. **Tip:** plan ahead so that the assessment’s questions are written in a way to target the CLOs.
	3. **Tip:** you may find that the CLOs need improvement, in which case please jump to “Course File Form 6 – Faculty Course Review.doc”, and write details.
3. % Marks (Out of 100): The percentage of marks allocated to the question no(s) indicated in the previous column. For example, if column 2 contains “1-5”, i.e. questions 1 to 5 cover the CLO indicated in this row, then column 3 may contain “20%”, indicating that questions 1 to 5 were worth 20% of the total marks in this assessment.
	1. **Tip:** group together questions that cover a common CLO to simplify the manual work needed to complete the sums for column 3.
4. % students earning >= 60%: Fill in the percentage of students that achieved higher than 60% in the group of questions indicated in column 2. For example, if column 2 contains “1-5”, i.e. questions 1 to 5 cover the CLO indicated in this row, and there are 10 marks in total for these questions, then the percentage of students that achieved 6 or more marks in questions 1 to 5 should be filled in in column 4.

Remember that all six sub-requirements must be completed for **EACH** assessment.

#### Requirement 5: CLO-SO Conversion

The previous requirement produces data on the level of achievement for each CLO in the course. Further, each CLO is mapped to an ABET Student Outcome (SO). Requirement 5 is to produce data on the students’ level of achievement for each SO from this course. Note that requirement 5 cannot be completed until requirement 4 is completed. Open the file titled, “Course File Form 5: CLO-SO Conversion.xlsm”, and follow the instructions below:

1. Enable macros if Excel gives you a warning about them.
2. Complete the first table titled, “CLO-SO Map” using the table “Student Outcomes – Mapped to CLOs”, in “Course File Form 1: Course Syllabus”. For every “✓” in the course syllabus, place a “1” in CLO-SO Map.
3. Enter basic course information in the boxes to the right of the table titled, “CLO-SO Map”.
4. Fill in the columns of the larger table below titled, “Students’ CLO Satisfaction Data” as follows:
	1. Assessment Name: In this column enter the name of each assessment in your course. Data in later columns will be derived from the “Course File Form 4 – CLO Assessment.doc” associated to the assessment name in this column.
	2. CLOs: This is a multi-column table.
		1. The first level has ten columns numbered 1 to 10. This represents each of your CLOs. For example, if your course has four CLOs, then treat each number has representing a CLO, and use only the first four columns.
		2. The second level has two columns labeled “M”, and “P”, respectively. Enter data in these columns from column 3 (% Marks Out of 100) and 4 (% students earning >= 60% marks) of the last table of each “Course File Form 4 – CLO Assessment.doc” that you completed for each assessment used on your course. See the example data in the “CLO-SO Conversion.xlsm” and the example data in “Course File Form 4 – CLO Assessment.doc” to identify the correlation.
		3. Run the macro called “test” supplied with the Excel sheet. If you get an error message then save, exit, open the file again, and retry the macro.

#### Requirement 6: Student Survey Form

The aim of this requirement is to survey the students’ impression of their achievement of the CLOs. A student survey template is provided in “Course File Form 6 – Student Survey.doc”. Fill in the survey with your course’s CLOs. You are not required to use this template, but you are required to collect this survey data from the majority of your students (over 90% if group size > 25 students, otherwise 100%). You are welcome to use an electronic survey, e.g. through Google Forms, but please be sure to make arrangements that guarantee students fill in the survey, e.g. taking them to one of the labs to fill in the survey, and only letting them leave once they have done it. This will help you in the next requirement.

#### Requirement 7: Student Survey Evaluation

The aim of this requirement is to develop a summary of the data collected from the student survey in requirement 6. Open the template provided in “Course File Form 7 – Student Survey Evaluation.xls”, enter basic course information in the boxes in the upper left area of the sheet. In the large table on the right, enter each student’s responses to the CLO survey that was performed for requirement 6. The summary data is automatically calculated in the table on the left.

#### Requirement 8: Faculty Course Review

The data requested in “Course File Form 8 – Faculty Course Review.doc”, is straightforward. However, the most important section is “Weaknesses Identified and Suggested Corrective Actions“ where you should write about *why* any of the CLOs or SOs scored below 60%, and suggest corrective actions to improve the results next time the course is offered. Please take the time to think carefully about your course. Think about what went well, and what could be improved for next time, and write as many details as possible.

#### Requirement 9: Checklist

The checklist is used to help you ensure that all requirements for the course file are complete. Open “Course File Checklist.doc”, and complete the upper part electronically, then print the form and complete the lower part by hand. Please sign and date it to verify that the file is complete.

#### Course File Submission Guidelines

You should submit your course file electronically. Make a ZIP file containing all the required documents, scanning any documents that are only available in paper form. Organize the ZIP file by dividing documents into folders based on the 9 requirements. The ZIP file is usually bigger than the email attachment limit so upload the file to a shared location (e.g. [www.dropbox.com](http://www.dropbox.com) or [www.mediashare.com](http://www.mediashare.com)) and email the link to the person managing course files.