

## Detailed *Template* of Evaluation Contents:

**Course Name and Number** (enter here and in footer)  
**Evaluation Title** (enter here and in footer)

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### **Objective of Evaluation:**

Identify the objective of this evaluation as it relates to the course.

### **Course Vocation Learning Outcome(s) that Evaluation is measuring:**

List the evaluated course learning outcomes from the CIS

### **Essential Employability Skills Outcome(s) that the Evaluation is measuring:**

List the evaluated essential employability outcomes from the CIS

### **Total Percentage of Evaluation as it Contributes to Final Course Grade:**

State the percentage / weight towards the final course grade this evaluation contributes e.g. 10%

### **Evaluation Criteria**

*Evaluation will be marked according to the following criteria:*

#### **Length:**

List the length that the assignment should be e.g. 3 pages minimum

#### **Outline:**

Outline the assignment instructions, expectations e.g. page 1 title page, page 2 abstract etc.

#### **Timeline and / or Submission Deadline:**

Provide the exact timeline / submission expectations. You may wish to make reference to the Late Evaluations policy and identify your expectations as relate to this and your program.

### **Documentation Required:**

Identify the specific documentation style you expect used e.g. APA, MLA as it applies to this evaluation.

### **Mechanics:**

Identify the mechanics expectations e.g. 12 point font, Arial text, single sided, double spaced etc.

### **Minimal Standards:**

List the minimum standards expected for this assignment

E.g. **Readability:** Ensure that your assignment is edited to account for the majority of grammar, punctuation, and spelling errors. If it contains too many errors that create confusion of meaning and severely limits communication, then it will fail.

### **Plagiarism Policy:**

Insert the current link to the Fanshawe College Policy on Plagiarism / Cheating.

Define Plagiarism and describe the consequences of doing so.

### **Notes:**

Provide any specific information not covered in the above sections that will assist the students in preparing, presenting and delivering this evaluation. E.g. as you start this assignment be sure to set up a schedule for completion as there are a number of steps in this assignment.

### **Past Concerns from this Evaluation:**

Identify key areas missed / completed incorrectly in the past by students when completing this assignment. This information acts as a 'don't forget' reminder.

### **Evaluation Criteria Measurement / Grading Information:**

*The following information specifically details how this evaluation will be assessed / graded.*

Insert your evaluation criteria measurement / grading information. Select rubrics or other pedagogically appropriate assessment measures for your curriculum.

**Evaluation Total Marks Achievable:**

Provide the Total number of marks that the student can achieve if they meet all requirements of this assignment. E.g. 20 marks