

MIDTERM CRITERIA SHEETS A FEW TIPS

At midterm, the crite sheet isn't just an evaluation of the student's work; it is also a chance clearly to communicate expectations for future performance and improvement. As such, it is perhaps the most successful motivational tool we as faculty members possess. The grade at midterm is not part of the student's permanent academic record, but simply an indication of where he or she stands halfway through the course.

Specific criteria it may be useful to address (depending on the course or subject) include:

- 1) Number of absences
- 2) Behavior in class (lateness, leaving early or often during class time)
- 3) Participation in class discussions for seminar format (oral presentations, reports, level of exchange with peers & instructor)
- 4) General level of engagement with material--initiative shown
- 5) Familiarity with material / preparation for class (has the student done the required work or reading for each meeting?)
- 6) Command of material (how well does the student understand the content of the course?
Is he/she making suitable progress?)
- 7) Written and other assignments (submitted on time and to standard?)
- 8) Exams, quizzes, tests--level of performance?
- 9) Lab or Studio work

Don't forget that if something non-academic seems to be interfering with the student's ability to do the work required, you will want to contact the Dean of Students at once (and note it in the crite sheet where appropriate).

Although you address your comments directly to the student, be aware that the crite sheet is a public document and not a private communication. Advisers and other faculty members have access to student files: in framing your remarks, you will want to take into account the multiple readers who make use of crite sheets.

The narrative component of crite sheets makes it possible for you to tailor your comments to the individual. For examples of how your colleagues use the crite sheet as an instrument of assessment, consult the CFCD website (through the DOC link) or feel free to visit the Registrar's Office to review the various forms midterm evaluation may take.

Finally, please make every effort to submit your crite sheets on time. Your midterm evaluation, in particular, is extremely helpful to students. They really do look for your guidance as they face the challenges of the rest of the term.