Mercy College of Ohio
Assessment Rubric Instructions

The Mercy College Rubrics are tools used by the College to gather data pertaining to the Mercy College Institutional Learning Outcomes. Assessment is a primary tool for understanding and improving the ways in which students learn and to assist Mercy College in developing and enhancing our institutional programs that support student learning.

1. Use one rubric for each student you are assessing in the selected course.
2. Indicate the individual student’s seven-digit Mercy College ID Number in the box at the top of the Rubric.
3. Complete the information requested in the boxes at the top of the Rubric; i.e. Course Alpha (ex: BIO - do not write course title such as micro, gender, etc.), Course # (ex: 220), Section # (ex: 01,W2, etc.), instructor – please use full first and last name, and Semester (ex: FA-11). This information must be listed as described above and be the same information as listed on the Course Schedule. Please do not use your own department codes!

4. **Circle** the appropriate score for the student in the column marked “Score”. Please note: This is not grading in the sense that 5=100, 4=90, etc. The score circled indicates the level you believe the student is performing for assessment purposes only. Use only the whole numbers given. Do not score as 3.5, 4.2, etc. Some rubrics only require checking a box. (ILO4) Please ONLY check the appropriate box. No number is needed.

5. The **“Instructor Use” column is for your use**. You may elect to use the column or you may choose to leave it blank. This is the column that you will use if you are using the rubric as a grading tool. In the Instructor Use column you may use decimals, or having the score of 5=100, 4=80, etc.

6. The back of the page of the Rubric is marked “Instructor Comments”. Please indicate any thoughts, comments or information you believe to be important for this student, either individually, or related to the course and others in the course.

7. General Instructions:
   a. Do NOT staple the forms
   b. DO NOT CREATE YOUR OWN FORM – THE RUBRICS ARE FOR GATHERING DATA FOR ASSESSMENT. TO HAVE VALID DATA THE RUBRIC CREATED BY THE ASSESSMENT COMMITTEE MUST BE USED.
   c. Please separate by course used and by rubric used.
   d. If more than one faculty member teaches the same class, and both are using the rubrics, each faculty member must complete their own form for the student or just submit one rubric/one faculty, preferably name of person who graded it.
   e. Please print carefully, especially student IDs.
   f. Send three (3) samples of student work. Staple to the corresponding rubric. Remove student name from sample.

8. Once completed, place all Rubrics in an envelope or folder, and return to Vickie Delaney via interoffice mail to the Pro Bldg.

9. Only original forms should be submitted. Feel free to save copies for yourself.

10. If you have questions, please contact Vickie Delaney, Curricular Assessment Lead, 419-251-1538 or by email at victoria.delaney@mercycollege.edu.