

## Thesis/Dissertation Assessment Form

### Who is asking us to do this?

The Graduate School and the Office of Accreditation and Assessment. Please contact Terri Scandura ([scandura@miami.edu](mailto:scandura@miami.edu)), Dean, Graduate School or Sandy Abraham, Assistant Dean, Graduate School ([sabraham@miami.edu](mailto:sabraham@miami.edu)) if you have questions.

### What do we do?

We understand that programs may have different criteria for evaluation. The draft assessment form attached is a template; you may modify this to better fit the theses/dissertations (however, *please keep the total number of categories and total points assigned the same*). So, modify the rows of the template if you feel it is necessary to better reflect the expected learning outcomes of your program.

Please have committee members complete the form for each graduating student to help us better understand student learning outcomes. As you will see, the presentation assessment form seeks information that is likely an implicit part of your evaluation process already. Further, information from the assessment form will constitute an important part of the accreditation assessment process. You may wish to provide your students with a copy of the form as student feedback (this, of course, is up to the committee, and is optional).

Do not put committee members' names on the form. Please fill in the other information requested at the top of the form so that we can track and classify the data.

### When do we do this?

The forms should be completed after the student has presented the thesis/dissertation. This will probably be the best time since the data will be better and all of the committee members are present. It can also be completed when the student completes the proposal (there's an option for this at the top right of the form).

### Where do we collect the forms? Where do we send them?

We suggest that you collect them immediately after the student has defended the thesis and dissertation. Please forward these to the dissertation editor at the graduate school when the student turns in the dissertation for processing. You may collect the forms, and place them in a sealed envelope if you do not wish the student to read them (or you may send them directly to the dissertation editor, Doreen Yamamoto ([dyamamoto@miami.edu](mailto:dyamamoto@miami.edu))). The address for the Graduate School is 1541 Brescia Avenue, Locator Code: 3220.

### Why are we doing this?

The University of Miami Office of Accreditation and Assessment is engaging in processes to better understand student competencies in specific learning outcome areas. As a part of this process, the Graduate School requests that the following assessment form be completed at the time of the defense for all students seeking graduation (i.e., presenting a master's or doctoral thesis/dissertation). The Graduate Council has provided input into the form and process. The Council has endorsed this as yet another way that we can provide data on program learning outcomes.