ABET Collection of Course Materials

Thank you for helping the College of Optics and Photonics prepare for their upcoming ABET accreditation visit. As part of the accreditation visit, we are required to provide the program evaluators with a sampling of student work and other course-related materials.

1. We prefer that all items are scanned/saved and saved to the OneDrive folder. A separate link has been sent to the instructor.

2. If a course has multiple sections, collect materials from only one section (a regular section, not honors section). Please prepare and insert:
   a. Any handouts or reference materials for the course that go beyond the textbook or the graded student work.
   b. **Black out the name of the student on the samples of student work (to be in compliance with FERPA).**
   c. **If you have a small class, less than 20, collect all student work and scan.**
   d. **If you have over 20 students, a random** sample of <u>graded</u> student work for a for each assignment can be collected.
   e. Graded work could include any or all of the following, but collect *one excellent*, *one average*, and *one poor* example for each assignment you give throughout the course:

      Exam | Homework | Lab | Quiz | Project | Other assignments not named

   For classes where assignments are computer-graded, provide a copy of each assignment and the distribution of grades for each assignment. You do not need to provide the scantrons. Include a note/key of what grades are considered excellent, average, poor.

3. Identify the file as a Quiz, Test, Exam, Lab, etc within the file name. (For example, "**Quiz 1 Sept. 1, 2019.pdf**")

4. We are also required to display the textbook of the course with the binder. We will coordinate with the UCF bookstore to borrow the textbook for your course at the time of the visit. If we are unable to secure a copy from the bookstore (or library), we may contact you to borrow a copy.

5. **Questions?** Please contact David Hagan, hagan@creol.ucf.edu or Mike McKee, mmckee@creol.ucf.edu .

ABET College of Optics and Photonics Course Binders