PRACTICE ASSESSMENT GUIDELINES

WHAT?
The Practice Assessment is an evaluation and assessment of skills acquired in a practice-based environment (i.e. traditional employment, Practice Gateway Projects, and/or Independent Practice) and is used to validate any Practice credits the student has earned. The Practice Assessment will be conducted by a Practice Examiner, a design professional and member of the Practice Faculty who comes to the BAC in the evenings specifically to meet with students for these appointments. Each student will be assessed based on evidence presented in their Practice Portfolio (see Practice Portfolio Guidelines) and will be assigned a Skill Level that reflects the level of their professional skills.

WHY?
Every student, REGARDLESS OF EMPLOYMENT STATUS, is required to attend a Practice Assessment prior to submitting their Segment I and Segment II Portfolio and prior to graduation clearance to validate what they have learned and experienced in the field, and to receive guidance about how to move forward in Practice. Please refer to the Practice Requirements Chart on the website to learn about each degree program's Practice requirements.

WHEN?
The Practice Assessment is a requirement that all students must complete at least the semester prior to submitting their Segment I or Segment II Portfolio Review and the semester prior to graduation. All students will be contacted via their BAC email when they become eligible.

HOW?
Schedule an appointment with the Practice Department. A Practice Examiner will review the materials listed below and have a discussion with the student about their professional experience and skills. Students will be assigned a Skill Level based on the evidence they prepare and bring and how that experience aligns with the skills and competencies listed on the Student Learning Contract (see Practice Student Handbook for examples of the Student Learning Contract for each degree program). Students must arrive on time for their scheduled appointment. Each Assessment will last 45 minutes.

REQUIRED Practice Assessment Materials:
1. Student Self-Assessment
2. Supervisor Assessment (if you have a supervisor or supervising faculty member)
3. Reflective Essay
4. Sketchbook
5. Practice Portfolio
   - Hard copy for your meeting
   - Electronic copy to leave with the Practice Department (PDF format only!!)

See the following pages for more information about the Essay and Practice Portfolio. The Self Assessment & Supervisor Assessment forms are attached to this file.

Following your Assessment, you will receive a copy of the Evaluation form and the Student Learning Contract that have been completed by the Practice Examiner; they will be sent to your BAC email address. You will receive notification of your Skill Level on the Student Learning Contract and a score for your Assessment that reflects the degree of your preparation, presentation, critical analysis skills, professional awareness, and your overall progress within Practice on the Evaluation form. Students may be required to schedule a follow-up appointment if the Practice Examiner has questions or concerns about their documentation or skills.

WHERE?
Practice Assessments will be held in Room #304 on the 3rd floor of 320 Newbury Street. Please check in with a staff member in the P.A.C.E. Center when you arrive for your appointment. If the P.A.C.E. Center is closed please go directly to Room #304.

!!! APPOINTMENT RESCHEDULE POLICY !!!

Due to scheduling constraints, we cannot reschedule appointments unless there is a documented illness or emergency, or if you are calling to cancel with at least three weeks' notice. You may reschedule an appointment only once during any given semester. If you miss your appointment, we cannot guarantee that it will be rescheduled before the end of the semester, and you run the risk of not being able to clear for Portfolio Review or graduation.

If you have questions, please feel free to contact Practice at practice@the-bac.edu or (617) 585-0145.
PRACTICE ASSESSMENT PORTFOLIO GUIDELINES

The Practice Portfolio is meant to be an exercise in synthesis, bringing together evidence of technical skills and analysis of learning experiences in Practice. It should be laid out in an organized and clearly labeled manner, with an indication of the student’s specific role and the scope of their involvement for each project presented. Additional notes or annotation should also describe and reflect upon particular challenges and learning experiences. The Practice Portfolio should be viewed as the foundation for the Practice section in your Segment I and II Portfolio. You may contact us for examples of successful portfolios.

CONTENTS

- **Up-to-date Resume**
- **Practice Essay**: This is a one page narrative that serves as the introduction to the Practice portion of your portfolio and that creates a transition between your Academic and Practice work. This reflective narrative will require that you consider the way in which your Practice experience has informed your academic coursework, and vice versa. You might consider: What have you have learned from your Practice experience? Are there academic projects in which you have needed to utilize skills you acquired at work? How have you expanded your skill set since starting at the BAC? How has the BAC experience affected you as an emerging designer? Expand upon challenges you have faced and professional goals you have set for yourself. (This essay is also required for Segment I and II Portfolio Review.)

*For students who are either unemployed or working in positions that are non-related (not credit-bearing) please consider specific ways that classroom instruction has left a lasting impression on your perspective or point-of-view of the built and/or landscaped environment.*

- **One Most Recent Completed Studio, Thesis, or Degree Project work**
- **Practice Work Examples**
  - Evidence must demonstrate the full range and scope of the work you have completed, as well as your involvement and role on projects. Additional notes or annotation should also show reflections about any particular challenges and learning experiences. For example, if you have gained experience in site analysis, you should include examples of site analysis work.
  - Each project included in the portfolio should have a cover page containing the following:
    - Name of firm
    - Client/name and type of project
    - Program size (s.f.)
    - Location
    - Size of project team
    - Student’s role and responsibilities
    - Summary and analysis of the experience and skills learned

*If you are unemployed or working in a non-related setting or you do not have Practice experience, please include an additional studio project, as well as examples of perspective drawing, orthogonal drawing, AutoCAD 2D/3D and Materials & Methods.*

**FORMAT** – A hard copy of your portfolio must be presented at the time of your Assessment.

- 8 ½ x 11
- Portrait format preferred, but not required
- Color printing
- Photos and scans must be clean, crisp, and clear
- Layout should be thoughtful and the graphic design for layout should not interfere or compete with the content
- As a supplement to your portfolio you may want to bring in the any CD sets you deem appropriate

**Reminder: In addition to a hard copy you are required to provide an electronic (PDF) copy of your Practice Portfolio for our records.**

**Please do not bring entire boards.**

If you have questions, please feel free to contact Practice at practice@the-bac.edu or (617) 585-0145.
**STUDENT INFORMATION**

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<th>Name</th>
<th>Name and Title of Immediate Supervisor</th>
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**ASSESSMENT QUESTIONS**

Summarize your responsibilities/duties during this past year:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
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____________________________________________________________________

What have your accomplishments been this last year, and how have they been significant in your design education and overall professional development?

____________________________________________________________________
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____________________________________________________________________
____________________________________________________________________
What were specific challenges and opportunities you faced this past year? Have they presented opportunities for learning?

As part of your continuing education at the BAC, what are your academic and practice goals and objectives for the coming year? How do you propose to achieve them?
5 — Excellent
The best or one of the best in this category

4 — Good
Above average but not excellent

3 — Satisfactory
Average when compared to others in this category

2 — Poor
Lacking in some important aspects or less than satisfactory

1 — Unsatisfactory
lack of ability, failure to use it, or any other cause

N/A — Not applicable
No opportunity to observe

COMMUNICATION
• Speaks with clarity and confidence
• Writes clearly and concisely
• Makes effective presentations
• Exhibits good listening and questioning skills

CONCEPTUAL/ANALYTICAL ABILITY
• Evaluates situations effectively
• Solves problems/makes decisions

LEARNING/THEORY & PRACTICE
• Learns new material quickly
• Accesses and applies specialized knowledge

PROFESSIONAL QUALITIES
• Assumes responsibility/accountable for actions
• Exhibits self-confidence
• Possesses honesty/integrity/personal ethics
• Shows initiative/self-motivated
• Demonstrates a positive attitude toward change

TEAMWORK
• Works effectively with others
• Understands and contributes to the organization’s goals

LEADERSHIP
• Gives direction, guidance and training
• Motivates others to succeed
• Manages conflict effectively

TECHNOLOGY
• Uses technology, tools, instruments and information
• Understands complex systems and their interrelationships
• Understands the technology of the discipline

WORK CULTURE
• Understands and works with the culture of the group
• Respects diversity
• Recognizes political and social implications of actions

ORGANIZATION PLANNING
• Manages projects and/or other resources effectively
• Sets goals and priorities
• Manages several tasks at once
• Allocates time to meet deadlines

EVALUATION OF WORK HABITS
• Professional attitude toward work assigned
• Quality of work produced
• Volume of work produced
• Attendance and punctuality

Our thanks to the University of Cincinnati for this scale
SUPERVISOR ASSESSMENT FOR PRACTICE ASSESSMENT

Practice Department
320 Newbury Street • Boston MA 02115
tel 617.585.0145 • practice@the-bac.edu

SUPERVISOR INFORMATION

Student Name

Your Name

Company

Job Title

ASSESSMENT QUESTIONS

Describe the roles and responsibilities assumed by the student during this past year:

What achievements or milestones has the student reached this year?

What challenges and areas of growth do you see for the student in this coming year?
## RATING SCALE

| 5 — Excellent | The best or one of the best in this category |
| 4 — Good | Above average but not excellent |
| 3 — Satisfactory | Average when compared to others in this category |
| 2 — Poor | Lacking in some important aspects or less than satisfactory |
| 1 — Unsatisfactory | Lack of ability, failure to use it, or any other cause |

N/A — Not applicable
No opportunity to observe

## PERFORMANCE SKILLS

### COMMUNICATION
- Speaks with clarity and confidence
- Writes clearly and concisely
- Makes effective presentations
- Exhibits good listening and questioning skills

### CONCEPTUAL/ANALYTICAL ABILITY
- Evaluates situations effectively
- Solves problems/makes decisions

### LEARNING/THEORY & PRACTICE
- Learns new material quickly
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