COLLEGE OF
Engineering, Architecture
&Technology

Engineering Extension Assessment Method	Policies and Procedures CEAT-EE-010 Effective Date: 11/21/25

Scope

1.01 This procedure requires continuing education and training (CE/T) programs within the CEAT Engineering Extension (EE) continuing education and training (CE/T) programs of the Center for Local Government and Technology (CLGT) and Professional Development (PD) units to incorporate assessments to CE/T programs to ensure learners have achieved the intended learning outcomes.

Definitions

2.01 Assessments: Assessments are the instruments used to determine whether learners have achieved the desired learning outcome. These instruments can be in the form of written pre-/post-tests; demonstrations of skill; activities; verbal feedback or discussions; class participation; presentations; oral interviews; and/or any other method by which the learner can demonstrate that they meet the learning outcome. *Source: IACET Key Terms*

2.02 Learning Outcome: A learning outcome is a statement connected to a learning event that indicates what a learner is expected to know or do by the end of a learning event. Learning outcomes are defined in terms of knowledge, skills and abilities. *Source: IACET Key Terms*

Policy

3.01 CE/T programs will include assessments to demonstrate that the learner has achieved the intended learning outcomes.

3.02 Instructors will provide learners with feedback after completing the assessment.

Noncompliance

4.01 Failure to comply with the procedure may result in corrective action. Suspected or confirmed instances of non-compliance should be reported to the Directors of CLGT and PD. If necessary, compliance issues should be escalated to the Associate Dean for Engineering Extension.

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