Poster Guidelines for Learning, Teaching, and Assessment Forum:

“Building on a Culture of Assessing Learning”

November 18, 2015

Purpose: The poster is intended to let forum participants know about the innovative qualities of a particular assessment, which may be still in its pilot or preliminary stages. The poster is a means to communicate your work and ideas to others, and as such should be created with a general academic audience in mind.

The poster should:

- Explain the question or problem that is at the heart of your initiative (Why did you engage in or use this assessment? What were you hoping to do or learn?)
- Identify the learning objectives associated with the assessment
- Identify teaching strategies or approaches associated with the assessment
- Explain the proposed assessments (and how they align or link to the intended learning objectives)
- Include lessons learned and/or next steps (as relevant)

As you create your poster, please keep the following in mind:

- The dimensions of the poster should be no greater than 36” x 48”
- All text should be readable to people standing three feet away
- The title should be engaging and clearly visible
- Presenter names and affiliations should be clearly visible
- Use visuals like charts, graphs, and pictures to add interest to your poster. Please make sure they are high resolution.
- Limit the number of words in your text boxes to about 11 words a line.
- Language should be understood by your colleagues in unrelated fields (so avoid jargon, explain any technical terms, write out acronyms etc.)
- Any samples of student work must not be attributable to the student
- You may wish to include handouts (either miniature versions of your poster, or more details about your project).

Posters must be submitted electronically to Theresa Bratanch (Theresa.Bratanch@northwestern.edu) by November 11, 2015. The poster will be printed for you. If you are unable to make this deadline, you will be responsible for printing your poster yourself.