Poster Guidelines for Learning, Teaching, and Assessment Forum

November 16, 2016

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 Deirdre Myers (d-myers@northwestern.edu) by November 7, 2016. The poster will be printed for you. If you are unable to make this deadline, you will be responsible for printing your poster yourself.