Student Success Project
Assignment/Exam Submission Instructions

Please contact us if you have any questions. See FAQ on page 4.

For each general education course:

1. a) **Choose** at least 1 assignment or exam that demonstrates knowledge or abilities in that general education area(s). See below for examples.
   b) Save the teacher’s **directions/guidelines** (if available).

2. **Label** each item with your first and last name and the course (e.g., ENG 100)

3. **Submit** at least 1 item from each course **AND** submit the teacher’s directions/guidelines (if available)

Email to airo@hawaii.edu
-OR-
Bring to Hawai’i Hall 107

<table>
<thead>
<tr>
<th>General Education Area</th>
<th>Demonstrate a) Knowledge about and/or b) Ability to . . .</th>
<th>Examples of What to Submit (other items will also be accepted)</th>
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<tbody>
<tr>
<td>Diversification ARTS (DA)</td>
<td>a) Visual arts, performing arts, or creative arts, etc. (includes public speaking) b) Be creative; strive for originality</td>
<td>Digital recording (audio and/or visual) Digital images (including photos of student artwork, graphics, web pages) Stories, poems, plays, speech outlines, choreography</td>
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<tr>
<td>Diversification HUMANITIES (DH)</td>
<td>a) Culture, film, history, music, philosophy, or religion, etc. b) Define terms; summarize or discuss ideas; ask questions; gather and report evidence</td>
<td>Exam Paper Online discussion/internet posting (e.g., Laulima)</td>
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| Diversification SOCIAL SCIENCE (DS) | a) Communications, economics, ethnic studies, family resources, journalism, political science, sociology, or psychology, etc.  
 b) Define terms; summarize or discuss ideas and theories; ask questions; gather and report evidence | • Exam  
 • Paper  
 • Online discussion/internet posting (e.g., Laulima) |
| Diversification BIOLOGICAL SCIENCE (DB) | a) Biology, food science, microbiology, physiology, zoology  
 b) Define terms; summarize or discuss ideas and theories; ask questions; gather and report evidence | • Exam  
 • Paper  
 • Online discussion/internet posting (e.g., Laulima) |
| Diversification PHYSICAL SCIENCE (DP) | a) Astronomy, chemistry, geology & geophysics, oceanography, physics  
 b) Define terms; summarize or discuss ideas and theories; ask questions; gather and report evidence; solve problems | • Exam  
 • Homework  
 • Paper  
 • Online discussion/internet posting (e.g., Laulima) |
| Diversification SCIENCE LAB (DY) | a) Biological science, physical science  
 b) Design, test, measure; apply the scientific method | • Lab report  
 • Homework  
 • Exam  
 • Paper  
 • Online discussion/internet posting (e.g., Laulima) |
| Foundations GLOBAL & MULTICULTURAL PERSPECTIVES (FG) | a) Human development from pre-history to modern times; indigenous cultures of Hawai‘i, the Pacific, and Asia  
 b) Describe different human societies or cultural traditions and their changes across time; explain perspectives of various societies/cultures; examine global issues and cross-cultural interactions | • Exam  
 • Homework  
 • Paper  
 • Online discussion/internet posting (e.g., Laulima) |
| Foundations SYMBOLIC REASONING (FS) | a) Formal systems; the proof as a chain of inferences; formal rules or algorithms; hypothetical reasoning; symbolic techniques in the context of problem solving and in the presentation and critical evaluation of evidence (math, computer science, logic)  
 b) Solve real world problems; evaluate a line of reasoning for correctness; illustrate the power or limitations of a symbolic technique | • Exam  
 • Homework  
 • Online discussion/internet posting (e.g., Laulima) |
| Contemporary Ethical Issues Focus (ETH) | a) Ethically-determined judgments  
 b) Identify ethical issues in a contemporary or professional setting; deliberate responsibly using tools/processes/frameworks; form sound ethical judgments | • Exam  
 • Paper  
 • Homework  
 • Digital recordings  
 • Online discussion/internet posting (e.g., Laulima) |
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<td>Hawaiian, Asian and Pacific Issues Focus (HAP)</td>
<td>a) The Native culture of Hawai‘i and the cultures of other Native Pacific Islanders or Asian countries b) Compare and contrast the Native Hawaiian worldview with one or more Asian and Pacific cultures; describe how Native Hawaiian and one or more Asian and Pacific cultures have intersected; describe interpersonal and intergroup relationships characterized by respect and understanding for various cultures</td>
<td>• Exam • Paper • Homework • Digital images/recordings • Website • Project • Online discussion/internet posting (e.g., Laulima)</td>
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<tr>
<td>Writing Intensive Focus (WI)</td>
<td>a) How to effectively communicate through writing b) Write effective texts; use effective strategies for writing; use and value writing as a tool for learning</td>
<td>• Paper • Report</td>
</tr>
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FREQUENTLY ASKED QUESTIONS

 Assignments/exams from which courses?
    Check your email. We sent you a list of your general education courses. Let us know if you did not receive the email.

 Everything is online/on Laulima. What do I submit?
    You can take screen shots and email picture files. You can print or “save as PDF” the relevant pages from Laulima and submit them.

 Can I email my materials? Can I scan & email?
    Yes. You can email to airo@hawaii.edu documents, screen shots from Laulima, video/audio files, pictures, etc.

 What if I don’t have everything?
    Turn in what you do have. Tell us if the professor did not return exams.

 I can’t decide what to turn in.
    Read the examples above. Call Monica at 956-6669 or email airo@hawaii.edu for more help.

 What I have isn’t good.
    We still want it. We need to see the “bad” and the “good” so we can help professors improve their courses.

 Do I turn in graded or not graded assignments/exams?
    Graded or ungraded will be accepted.

 My professor won’t give me my exams.
    The Assessment Office can ask the professor if he/she will send your exams directly to our office. Let us know if you want us to contact your professor(s).

 What will happen to my assignments/exams?
    We will remove your name and course information. Then faculty members will read and discuss everyone's assignments/exams to determine where, in general, UH Mānoa students are strong and weak. The results will be used to guide improvements in general education courses.

 Other questions or concerns?
    No worries, just contact us: Monica Stitt-Bergh, 956-6669; email airo@hawaii.edu; webpage http://manoa.hawaii.edu/assessment/studentsuccess/