Dear Lead and Sole professors,

Below you’ll find illustrated instructions on how to fill out and submit the Column 5 of the SLO Cumulative (Final) Report for 2006-07, as well as how to upload information for columns 2 and 3 of the Initial SLO Report for the new reporting period beginning in the summer (2007-08).

The processes is fairly simple, but please follow the steps below carefully the first time you submit the forms to familiarize yourself with the process as you progress through the various form functions.

**Step 1**

Go to: [http://hospitality.fiu.edu/alc](http://hospitality.fiu.edu/alc)

Log in using:

**Panther ID**

**Password: Your Date of Birth** (in the following format: mmddyyyy)
Step 2

You will come to your Institutional IE SLO page. For illustration purposes we use prof. Portocarrero's IE pages – you will see your courses listed on your page.

As Lead or Sole professor, you will see a link to 'View Faculty Lead Courses.'

Click on the link 'View Faculty Lead Courses.'
Step 3

On the ‘Lead Courses’ page you will see:

- A list of ‘Cumulative Report(s)’ you are responsible to complete.
- A list of all reports submitted / not submitted for each section of the course(s) you are the Lead Professor for.
If all Reports for each section of the course(s) you are the Lead professor for have been submitted, you will see 'View Report' buttons for each of the sections — and you will be able to proceed to fill out and submit Column 5 of the Lead Cumulative Report.
However, if any Section Report(s) have not been submitted by the due date, you will see a button labeled ‘Report.’

You will first need to ‘Fail’ this report(s) in order to be able to fill out the Lead Cumulative Report.
If you attempt to access the 'Lead Cumulative Report' without all section reports completed or failed, you will receive an Error message.
To **Fail** a Report, click on the 'Report' button.
A new browser window will open. Scroll down to the bottom of the Report you are about to Fail – there you will find the 'Failure to Report' button. Click on the 'Report' button.
The Report will be ‘Failed.’ You can close the window.
You will now see in your ‘Lead Courses’ window the status of the Failed report.
Step 4

When all Section Reports are either completed or failed, you can begin to fill out Column 5 of the Lead Cumulative Report(s). Click on ‘View Report.’
A new browser window will open. ‘**Fill Out**’ column 5 (can be several fields – one for each assessment) and ‘**Save**’ the Report.

### ALC Lead Report Form for:

**HFT4474**  
Semester(s): Fall 2006 Spring 2007

#### Critical Thinking

<table>
<thead>
<tr>
<th>Unit’s Expanded Statement of Institutional Purpose</th>
<th>Intended Student Outcomes</th>
<th>Outcomes Assessment Criteria/Standards &amp; Procedures</th>
<th>Outcome Assessment Results</th>
<th>Use of Results for Improvement</th>
</tr>
</thead>
</table>
| **The purpose of the School of Hospitality and Tourism Management is to educate undergraduates/graduates students to successfully assume leadership positions in the hospitality and tourism industries.** | **Critical Thinking**  
BSHM graduates of the School of Hospitality and Tourism Management shall display the ability to demonstrate critical thinking skills. Critical thinking is defined as the ability to analyze and solve problems generally found in the hospitality field using quantitative and qualitative reasoning. Students should specifically be able to do the following: | Assessment criteria: Students are required to take a core curriculum that is evaluated on their ability to use critical thinking in the solution of management accounting problems commonly encountered in the hospitality industry. | | Please provide your feedback from the assessment results |

#### FINAL EXAM

Use critical thinking in the solution of management accounting problems commonly encountered in the hospitality industry.

**FINAL EXAM Standard:** MSHM students will demonstrate average scores of at least 75% on embedded questions on each exam.

**Procedure:** Exams with appropriately designed embedded questions will be administered to students at least two times each semester.

<table>
<thead>
<tr>
<th>Total number of students: 55 — 100%</th>
<th>Number of students who met assessment criteria: 45 — 81.82%</th>
<th>Number of students who failed assessment criteria: 10 — 18.18%</th>
</tr>
</thead>
</table>

#### MID-TERM EXAM

Use critical thinking in the solution of management accounting problems commonly encountered in the hospitality industry.

**MID-TERM EXAM Standard:** MSHM students will demonstrate average scores of at least 75% on embedded questions on each exam.

**Procedure:** Exams with appropriately designed embedded questions will be administered to students at least two times each semester.

| Total number of students: 55 — 100% | Number of students who met assessment criteria: 45 — 81.82% | Number of students who failed assessment criteria: 10 — 18.18% |

Note: Once you submit your feedback, your report is final. You cannot go back and change any values.

**Save >>**
The window will close and you will see in Column 5 Status **Completed** – and you will see an ‘Upload’ button in the ‘Initial Report for ‘07 – ‘08 column.’
Step 5

For this year we ask you to submit Columns 2 and 3 as a Word document. Once you write column 2 and 3 data and save the document, click the 'Upload' button.
A new window will open – click on the ‘**Browse**’ button, locate the file with information for column 2 and 3 for next term's report on your PC, and click on the ‘**Upload the File**’ button.

The ‘**Upload**’ button will change to ‘**Uploaded**,’ this signifies your upload was successful.

Your Lead Cumulative Report is completed, and data for column 2 and 3 for next year is now successfully uploaded. Repeat for each course as applicable...