



ACM & MUSM UNDERGRADUATE CERTIFICATE FINAL EVALUATION GUIDELINES

At the end of your final semester, you will submit a final presentation to the program director for review by a faculty panel. This presentation provides an opportunity to reflect on your progress throughout the program and consider how your learning will inform your professional work after graduation. The final evaluation also serves as a reflective learning exercise for students and as an assessment tool for the ACM & MUSM certificate program.

At least 10 days before the end of your final semester, you must submit your presentation to the review committee. Presentations may be submitted in a variety of formats (preferably .docx, .pdf, .pptx, Prezi, or video) and should respond to the following prompt:

What were the three most significant concepts, theories, or ideas you learned during your coursework in the ACM & MUSM certificate program? How did you learn them, and how might you apply them in your future professional work? Be specific in citing sources and connecting your learning to relevant research in the field.

Following the faculty panel review, you will receive an email from the program director confirming successful completion of this final evaluation or outlining any remaining steps required to complete the undergraduate certificate.

Final Evaluation Rubric

Faculty reviewers will evaluate the final presentation based on the following criteria:

1. Identification of Key Concepts

The presentation clearly identifies up to three significant concepts, theories, or ideas learned in ACM & MUSM coursework and explains their importance in the fields of arts, cultural management, and museum studies.

- *Strong Evaluation Indicators:* Concepts are clearly articulated and demonstrate thoughtful engagement with the program's curriculum and disciplinary knowledge.

2. Reflection on Learning Process

The presentation explains how the student encountered and developed these understandings during their coursework, experiences, or projects within the program.

- *Strong Evaluation Indicators:* The student connects coursework, assignments, internships, or program experiences to their intellectual development.

3. Connection to Research and the Field

The presentation demonstrates an understanding of how these concepts relate to scholarly research, theory, or professional practices in arts, cultural management, and museum studies.

- *Strong Evaluation Indicators:* Sources and research are clearly referenced and meaningfully connected to the student's learning.

4. Application to Future Professional Practice

The presentation reflects on how the identified concepts will influence the student's future professional goals and practice in the field.

- *Strong Evaluation Indicators:* The student demonstrates thoughtful consideration of how their learning informs their future work and professional development.

Evaluation Outcome

After reviewing the presentation, the faculty panel will determine one of the following outcomes:

- *Successful Completion:* The presentation demonstrates clear reflection, engagement with program learning, and thoughtful professional application.
- *Revision Requested:* The presentation requires additional clarification or development before the final evaluation can be approved.

The program director will communicate the outcome and any next steps to the student via email.