



Assessment of Learning Outcomes

Adopted: May 31, 2017

STATEMENT

It is the policy of the Society of Fire Protection Engineers (SFPE) to utilize an assessment of participant learning outcomes which is a sustainable part of SFPE that continually informs course content developers and instructors with regards to course decision-making and program design and improvement. The purpose for course assessment of participant learning is provide an accurate and honest appraisal of where participants fully meet expected course-level learning outcomes, where there is room for improvement, and what strategies instructors are using to support and improve participant learning.

POLICY

Following participation in an SFPE course participants will complete a learning assessment which serves as an educational tool for improvement of participant learning and performance and to continually inform SFPE of course outcomes with the goal of improving participant learning. "Course" is defined as (1) a course of study that leads to a certificate of completion; (2) the course program offered by SFPE instructors; and (3) the core curriculum. The development and implementation of outcome assessment plans are the responsibility of SFPE instructors and SFPE staff.

PROCESS

Learning is demonstrated through successful completion of the Post-Test with at least 70% accuracy. Tests are reviewed and verified before the Certificate of Completion is awarded. Instructors will discuss the learning outcomes for their course at the beginning of the course. Instructors will provide opportunities throughout their presentation for participants to ask questions and provide feedback. A minimum of 10 minutes at the end of the instructional session will be reserved for questions and answers related to the learning outcomes of the session. Instructors will also provide their contact information so that participants can contact the instructors for any follow-up questions.

INSTRUCTORS

SFPE Instructors with teaching responsibilities have a primary role in assessing participant achievement of clearly identified, course-level learning outcomes. Learning outcomes should guide the curriculum and will be publicized (SFPE website) and periodically reviewed for currency and utility, with input from appropriate stakeholders.

SFPE STAFF

Staff will ensure that all participants were given the opportunity to submit a completed course assessment. Completed assessments will be maintained as part of the course program file and housed at SFPE Headquarters.