

# The Book OF Evidence

The Book of Evidence (BoE) is a graduation requirement for Bachelors of Science in Engineering Science major demonstrating students have met the educational outcomes associated with the accredited major in Picker Engineering Program (PEP)

## INFORMATION

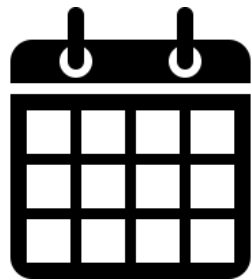
### Introduction



There are 7 student outcomes (1-7).  
These outcomes have 20 associated performance indicators (PI) which must each be supported by one artifact.  
Artifacts can come from classes or extracurricular activities.  
They must be graded work that supports completion of the objective.  
They must be submitted with the provided cover sheet.

### Timeline

The BoE requirement is connected to EGR 410D. May graduates are required to have submitted a minimum of 16 faculty signed artifacts by the last day of finals for the fall semester of their senior year and to have submit all 20 signed artifacts by the last day of classes in the spring semester. January graduates should contact Martin Green about deadlines for January graduates.



### Possible Artifacts

Artifacts for the BoE should primarily come from junior and senior year. Artifacts may come from a range of sources including:

- EGR courses
- Non-PEP Smith classes
- Study abroad/away classes
- Summer internships
- Research opportunities



### Who should evaluate your artifact and sign your artifact cover sheet?

If your artifact comes from:

- An engineering class- the professor of the course.
- A non-EGR Smith class- submit your graded artifact and cover sheet unsigned, the Assessment and Standards Committee will evaluate the artifact and cover sheet (contact Martin Green).
- A study abroad/away class- your academic advisor who approved the course.
- An extracurricular internship or research opportunity- your supervisor and the Assessment and Standards Committee (contact Martin Green).

## ARTIFACT SUBMISSION

1

Identify an example of your work, an artifact, that is evidence of a Performance Indicator and associated student outcome. Reflect on the artifact you selected and how the artifact demonstrates the performance indicator.

2

Access your Electronic Book of Evidence (e-BoE) found in the "Shared with me" section of your Smith Google Drive. Download the applicable cover sheet from your e-BoE. Fill out and save the cover sheet for your artifact and upload both the artifact and cover sheet to the corresponding PI subfolder within your e-BoE.

3

Email the appropriate Picker Engineering Team Member to let them know that you have submitted an artifact and completed cover sheet to a specified subfolder within your e-BoE. Please include direct links to your artifact and cover sheet in your email and request that they evaluate your materials. Refer to the "Who should evaluate your artifact and sign your artifact cover sheet?" section of this document for information about which team member to email.

4

Amend the artifact cover sheet and resubmit your documents if asked to do so.

5

Ensure your approved artifact and signed cover sheet are uploaded to the appropriate subfolder of your e-BoE and log the submissions on your artifact tracking spreadsheet within your e-BoE folder.

Questions about the BoE can be addressed with the Assistant Director of the Picker Engineering Program ([mjgreen@smith.edu](mailto:mjgreen@smith.edu)).