

UNIVERSIDAD DE LAS AMÉRICAS, A.C.
STUDENT PERFORMANCE EVALUATION
SYSTEM MANUAL, SEDA

CONTENT

CHAPTER I. PHILOSOPHY	2
CHAPTER II. OBJECTIVE	2
CHAPTER III. ASSESMENT CRITERIA FOR STUDENT PERFORMANCE	2
III.1 REGISTRAR	3
III.2 INFORMATION TECHNOLOGIES	3
III.3 ACADEMIC COORDINATORS	3
III.4 FACULTY	4
III.5 DIRECTION OF PLANNING AND EVALUATION	4
CHAPTER IV. REPORTS	5
EXHIBITS	6

CHAPTER I PHILOSOPHY

The *Universidad de las Américas, A.C. (UDLACDMX)* has as one of its fundamental purposes, to maintain its already recognized Educational Quality Project, through the implementation of various evaluation systems that allow it to identify its strengths and weaknesses both in its undergraduate curriculum, in its teaching-learning process, in the performance of professors as well as in the performance of their students.

Regarding the latter, the University incorporated the "**Student Performance Assessment System (SEDA)**" in Spring 2005, which is based on the work carried out in practical courses and whose objective is the development of skills in the student.

It is worth mentioning that a characteristic of the Bachelor's programs is the full identification of the practical courses, for which it was established that all these courses would have a Practice Manual in order to establish the activities to be carried out by the students to achieve the skills required in each course.

CHAPTER II OBJECTIVE

Know the performance of the students in the practical courses they are attending, and provide feedback to the faculty on these results, so that each professor can establish and carry out reinforcement actions that lead to the improvement of both, that performance and the teaching strategies used by professors.

Ensure that professors have and use the "Practice Manual" for each course.

CHAPTER III ASSESSMENT CRITERIA FOR STUDENT PERFORMANCE

The performance of the students will be obtained from the result that the students obtain in their Practice Manuals, which are statistically analyzed to identify the practices that present a low percentage of scores. To carry out this work, the Planning and Evaluation Direction (DPE) makes use of the technological resource called "SEDA Application" which was prepared by specialized programmers and under the specific requirements of UDLACDMX.

To achieve the objectives of this evaluation, the joint work of Registrar, Information Technologies, Academic Coordinators, Faculty and the Planning and Evaluation Direction is required, the latter as the coordinator and person responsible for the process.

III.1 REGISTRAR

The Registrar is in charge of preparing the Annual Academic Calendar of UDLACDMX, which integrates the most relevant academic-administrative activities of each semester, among them, the application of mid-term and end-of-semester exams.

This area provides the DPE with the DBF files generated with the registration of students and the programming of courses for each semester, with which the SEDA application is fed.

III.2 INFORMATION TECHNOLOGIES

The Information Technology Coordination (CTI) is in charge of maintaining the SEDA application, as well as safeguarding the information generated in each semester with the capture of Practice Manuals results.

It also provides the necessary support in the management of this application or in technical problems that may arise.

III.3 ACADEMIC COORDINATORS

The function of the Academic Coordinators is to establish a communication bridge between the DPE and the Faculty.

They respond to the request for all the information required from their professors to carry out this evaluation.

As a first step, they compile the progress report formats for Practice Manuals, checking that each of these has the data needed to enter them into the SEDA application; that is, each practice must be identified with one topic (skill) of the syllabus. Regarding the score, 10 points were institutionally established for each practice and way of qualifying by open score.

In a second moment, they are in charge of forwarding to each professor the passwords to enter the application and; to communicate to the DPE, the observations, comments or problems that they have during the capture

process or regarding the results delivered at the end of the evaluation of student achievement.

The DPE sends to each Academic Coordination the results obtained from the statistical analysis carried out on the Practice Manuals so that together with their professors they review them from an academic perspective and establish remedial actions aimed at improving student performance.

Finally, it is the responsibility of the Academic Coordinators to prepare and keep updated the "Practice Manuals" of all the courses that require it.

III.4 FACULTY

The work of the teaching staff represents one of the core parts of the student performance evaluation system, since the system uses the results obtained from the Practice Manuals to carry out all the statistical analysis.

The professors together with the Academic Coordinators must review and update the Practice Manuals at least every time a modification is made to the curriculum or when they consider it pertinent, due to the need of developing new skills.

Professors must capture the grades obtained by students in the practices carried out up to that moment. It is worth mentioning that there is an established date to carry out each process.

At the end of the analysis of the Practice Manuals, professors receive the information resulting from this analysis so that they carefully review each data, reflect on the possible reasons that have led to this result and determine the remedial actions that will be applied to improve.

III.5 DIRECTION OF PLANNING AND EVALUATION

As already mentioned, the DPE has the responsibility of coordinating and operating the "Student Performance Assessment System" (SEDA). Therefore, its first task is to establish the SEAA Calendar for each academic year in order to define times in each process, as well as guarantee the timely delivery of the results to all the instances involved. This Calendar is sent to the Academic Coordinators and is published on the website.

Halfway through the semester, the DPE requests the formats of the Practice Manuals for each course taught in that semester from the Academic Coordinators. In the format of Practice Manuals, each practice must be related

to one or several skills of the syllabus, as well as presenting for each practice, the learning outcome to be achieved, which must express the application of knowledge or the development of some ability on the part of the student.

The DPE makes the cards with the passwords for each professor, where the structure number(s) of each subject with a Practice Manual are mentioned. From this moment, timely notice is given to the Academic Coordinators that the application is already working so that faculty can enter the grades obtained by students in each practice.

Once all the Practice Manuals have been captured, the DPE downloads the information in Excel sheets to format the structure of each practice called "results matrices", and begins the analysis of these to detect the percentage of students who had a failing grade in practice and therefore do not achieve the learning outcome of it.

The criteria used to determine which practices present low performance are based on:

- a) Good performance: 100 or 50% of the students approved the practice.
- b) Low performance: 49 or 0% of students approved the practice.

CHAPTER IV REPORTS

The processed information is sent to each interested instance and can be consulted at the Planning and Evaluation Direction where all the printed documents are found.

Type of Reports

1. Matrix of Results of Mid- and End-of-Semester Practice Manuals (Exhibit 1).
2. Tables of Results of the Analysis of Internship Manuals Middle and End of Semester by Coordination. These indicate the performance of the students. (Exhibit 2)

Assessment of Practice Manuals - End of semester Fall 2022

Course: RI152 71 Diplomatic Law and Practice

Professor: Cruz Mimila Marcelina Yolanda

I. Description of the Exam

Size

10

Scoring Method: The value of each reagent is variable

II. Statistical Processing

No.	Student Number	T1.1 R1	T2 al 2.3 R2	T3 al 3.2 R3	T3.3 R4	T4 al 4.3 R5	T5 al 5.3 R6	T5,4,5.5 R7	T6, 6.1 R8	T6.3 R9	T6.2 R10	Sum	Grade Awarded by professor
1	78476	10	10	5	5	10	10	10	10	10	10	90	9
2	78619	7	6	6	7	6	7	6	6	6	7	64	6.5
3	78699	7	7	7	7	7	7	7	7	7	7	70	7
4	78703	9	9	9	9	9	9	9	9	9	9	90	9
5	78712	9	9	9	9	9	9	9	9	9	9	90	9
6	78797	10	10	10	10	10	10	10	10	10	10	100	10
7	78798	9	9	9	9	9	9	9	9	9	9	90	9
8	78807	9	7	9	7	8	8	8	8	8	8	80	8
9	78816	9	9	9	9	9	9	9	9	9	9	90	9
10	78828	9	9	9	9	9	9	9	9	9	9	90	9
11	78829	9	9	9	9	9	9	9	9	9	9	90	9
Correct Answers		97 88%	94 85%	91 83%	90 82%	95 86%	96 87%	95 86%	95 86%	95 86%	96 87%	859 Average	

III Practices Analysis

Practice	Objetivo	Percentages of Approved Students
P1	That the student knows how diplomatic relations are developed within the framework of international relations	100
P2	That the student knows the historical events that gave rise to the diplomatic practice and the management of the concept.	100
P3	That the student recognizes the location of diplomatic law in public international law	100
P4	That the student consolidate knowledge about diplomatic law compared to consular law	100
P5	That the student will differentiate the internal and external bodies of Foreign Policy	50
P6	The student will apply what they have learned repaiting an exhibition on an assigned diplomatic representation	100
P7	The student will know and analyze the immunities and privileges of diplomats and what happens to them when a representation closes.	50
P8	Know and analyze what are the contributions of Mexico to international diplomacy, particularly foreign policy doctrines.	100
P9	The student will know the contributions of Mexican diplomacy in the multilateral sphere	100
P10	The student will investigate the career and contribution of a prominent diplomat assigned by the teacher, to present in class.	100

Assessment of Practice Manuals - End of semester Fall 2022

Licenciatura en Relaciones Internacionales BA in International Studies					MID SEMESTER		END OF SEMESTER		
No.	Code	Sec	Cycle	Course	Professor	Practices with Low Average Performance	Group Average	Practices with Low Performance	Group Average
1	RI100	71	1	INTRODUCTION TO INTERNATIONAL RELATIONS	FARINETTI HERVAY FLAVIA				
2	RI102	71	1	INTERNATIONAL HISTORY AND GEOGRAPHY	RAMOS CASTRO FRANCISCO				
3	RI103	71	1	NON GOVERNMENTAL PARTICIPANTS	BERNAL ZETINA NANCY				
4	RI234	71	1	CONSULAR LAW	LÓPEZ VARGAS ROBERTO ARTURO	Report at the end		Did not report	
5	RI124	71	3	THE MEDIA AND INTERNATIONAL RELATIONS	PUENTE MONTES ALEJANDRO SALVADOR				8.59
6	RI152	71	3	DIPLOMATIC LAW AND PRACTICE	CRUZ MIMILA MARCELINA YOLANDA	Report at the end			
7	RI230	71	3	MEXICO IN THE INTERNATIONAL ORGANIZATIONS	GUZMAN CERQUEDA IGNACIO ARMANDO				
8	RI242	71	3	INTERNATIONAL TRADE	JARAMILLO VAZQUEZ GERARDO				
9	RI232	71	4	MACROECONOMICS	RAMIREZ SERRANO MARIA DOLORES				