

Course Assessment – Part A: Your Plan

#113

Your Email *

Please select your course & name from the list. Contact Instructional Services if your course or name are incorrect or missing

OS 280G – Co-op Ed: Admin Asst Seminar – Olson – Summer 2016

Part A: Your Plan

Prepare relevant, current job search materials.

1. Choose three of your course outcomes to assess and report on this term (these will also be used in your Student Course Evaluation survey):

Outcome #1 *

Outcome #2 *

Think critically to evaluate and modify thinking and/or behavior to be an effective and efficient employee.

Outcome #3 *

Integrate classroom skills learned and professional experience to enhance your success as an employee.

Have you completed an assessment for this course prior to this term?

Yes

If yes, are you assessing different outcomes?

No

Comments:

2. To which degree, certificate or program outcomes do these course outcomes map? Degree, Certificate & Program Outcomes can be found at:
<http://www.cgcc.edu/curriculum/program-outcomes>

- Associate of Applied Science Administrative Assistant
- Associate of Applied Science Administrative Office Professional

Method of Assessment

Student assignment (resume, cover letter, portfolio) & class discussions

3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.)

Outcome #1 Method to assess student understanding *

Outcome #2 Method to assess student understanding *

Student assignments/class discussion

Outcome #3 Method to assess student understanding *

Work site supervisor & student self evaluations

4. How will you know if you were successful in your efforts to teach this outcome?

85% of students to create documents demonstrating understanding of the material at an 70% "C" or higher

Outcome #1 *

How will you know if you were successful in 85% of students will meaningfully participate in discussions & score 70%

your efforts to teach this outcome?

"C" or higher on the content of their online posts

Outcome #2 *

How will you know if you were successful in your efforts to teach this outcome?

85% of students complete tasks/projects relative to goals & objectives set forth between student & site supervisor

Outcome #3 *

#1

Did this course meet your expectations?

#2

If anything, what would you change about this course?

Do you require the names of students who complete the course evaluation survey? *

- Yes

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