

Course Assessment – Part A: Your Plan

#306

Your Email *

Please select your course & name from the drop-down menu. Contact Instructional Services if your course or name are incorrect or missing

OS 280F Co-op Education: Administrative Assistant – 1092856 – Siri Olson – Summer 2018

Part A: Your Plan
[Directions](#)

Meet work goals and objectives created between student and on-site supervisor. *(Goals and objectives are approved by instructor to ensure they are aligned with CCOG's and Degree Outcomes.)*

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 *

Perform tasks relative to an entry-level administrative assistant office position utilizing acquired classroom skills. *(Tasks are approved by instructor to ensure they are aligned with CCOG's and Degree Outcomes.)*

Outcome #3 *

Communicate effectively with associated co-workers, supervisors, and staff.

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

Yes

If yes, are you assessing different outcomes? Yes

Comments:

In prior terms, this course was assessed in combination with OS 280G (Seminar), as they are taught concurrently. This term the assessment is based on OS 280F only, per the selection for this assessment.

2. To which degree(s) or certificate(s) does your course map?

understanding *

[Degree, Certificate, & Program Outcomes](#)

Method of Assessment

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 *

Outcome #3: Method to assess student

Associate of Applied Science Administrative Assistant •
Associate of Applied Science •

~~Administrative Office Professional~~

Site supervisor & student self evaluations. Weekly Work Reports.

~~Site supervisor & student self~~

evaluations. Weekly Work Reports.

Site supervisor & student self evaluations. Weekly Work Reports.

4. How will you know if you were successful Each Student works 100% of required hours, for the credits in which they

in your efforts to teach this outcome?

are enrolled. 100% of students complete tasks/projects relative to goals & objectives set forth between student & site supervisor

Outcome #1: *

Outcome #2: How will you know if you were successful in your efforts to teach this outcome? *

Each Student works 100% of required hours, for the credits in which they are enrolled. 100% of students complete tasks/projects relative to goals & objectives set forth between student & site supervisor

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? *

Positive Site Supervisor evaluation.

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.

What improvements would you recommend for this course?

Question #1

Question #2

Would you recommend this course to fellow students? Why or Why not?

Do you require the names of students who complete the course evaluation survey? (Please note: names will be sent to instructors the Thursday before term ends)

NO

Reminder, when completing Part B, instructors will be asked the following questions:

1. Describe anything you did to support the institutional effort to support students in improving "Sources and Evidence" and/or "Organization and Presentation" for the CLO Communication
2. Describe anything you did to support the institutional effort to support students in improving "Student Position" and/or "Evaluate Potential Solutions" for the CLO Critical Thinking/Problem Solving

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