

Course Assessment – Part A: Your Plan

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Your Email *

Please select your course & name from the drop-down menu. If your course or name are incorrect or missing, contact the Curriculum and Assessment Administrative Assistant, 541-506-6037 or ggilliland@cgcc.edu.

OS 280G – Co-Op Ed: Administrative Assistant Seminar – 1094218 – Siri Olson – Summer 2019

Part A: Your Plan

Prepare relevant, current job search materials

DIRECTIONS

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 *

Develop measurable goals to be achieved through Cooperative Education (OS 280F)

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

Yes

If yes, are you assessing different outcomes?

Yes

Comments:

The outcomes assess previously included OS 280 F outcomes.

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

Degree, Certificate, & Program Outcomes

- Accounting/Bookkeeping Certificate
- Associate of Applied Science Administrative Assistant
- Administrative Assistant Certificate
- Entry-Level Administrative Assistant Career Pathway Certificate
- Medical Office Professional Career Pathway Certificate
- Office Assistant Career Pathway Certificate
- Associate of Applied Science: Administrative Office Professional

Method of Assessment

Student will analyze, interpret, and develop ePortfolio, resume, cover letter, as it pertains to specific job descriptions, positions, and industries. This includes assignments, participation, document development, ePortfolio.

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 *

Students will analyze various and current work environments, various work related situations, human relations, ethics, and professionalism through assignments and participation.

Outcome #3: Method to assess student understanding *

Student will work with Site Supervisor to development SMART goals as it pertains to their Work Experience position. This is assessed through

developing goals and learning objectives.

4. How will you know if you were successful in your efforts to teach this outcome? 80% of student will accurately demonstrate & complete assignments with "C" grade or higher (Pass)

Outcome #1: *

Outcome #2: How will you know if you were successful in your efforts to teach this outcome? * 80% of student will accurately demonstrate & complete assignments with "C" grade or higher (Pass)

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? * 100% of students complete tasks/projects relative to goals and objectives set forth between student and site supervisor, as approved by Instructor.

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.
Question #1 What improvements would you suggest for this course?

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) Yes

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

Describe anything you did to assist the institutional effort to support students in improving achievement of the specified criteria for the following Core Learning Outcomes (CLO):

1. CLO#1 – Communication – "Sources and Evidence" and/or "Organization and Presentation"

2. CLO#2 – Critical Thinking/Problem Solving – "Student Position" and/or "Evaluate Potential Solutions"

3. CLO#4 – Cultural Awareness – "Curiosity" (Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions")

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