Course Assessment– Part B: Your Results & Analysis   #401

Your Email *

Please select your course and 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 B: Your Results
DIRECTIONS
1. Report the outcome achievement data gathered via the assignments, tests, etc. you identified for each outcome (question 3) of your Part A. (Only include data for students who completed the course. Do not include students who withdrew or earned an incomplete) Data for all 3 outcomes should be reported below. *

Outcome 1: 100% of students (3 out of 3) successfully completed resumes/cover letters and ePortoflios. 100% of students successfully participated in discussions surrounding resumes/cover letters, Career Portfolios, and information interviews.
Outcome 2: 3 out of 3 students were either actively engaged in online discussions and/or completing individual assignments used to assess this outcome. 100% of students were engaged hiring practices, human relations, professionalism, industry trends & labor markets.
Outcome 3: 100% of students successfully developed measurable goals and 100% of students achieved the measurable goals by the end of the term (OS 280F)

Outcome #1
*

Prepare relevant, current job search materials.

% of students who successfully achieved the outcome (C or above) *

100

Outcome #2 *

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

% of students who successfully achieved the outcome (C or above) *

100

Outcome #3 *

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

% of students who successfully achieved the outcome (C or above) *

100

ANALYSIS

3. What contributed to student success and/or lack of success? *

Student were engaged and the content of this course is meaningful to students who are entering the job market or already have job market experience. In this course, all students had real work experience and work sites secured for OS 280F. They also had excellent support from their Work Site Supervisors, which was evident in my communication with them. One student did drop this course in Week 8, which may have been a result of lack of support from their Work Site Supervisor (although OS 280G does not require a work site to complete).

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4. Helping students to realistically self–assess and reflect on their understanding and progress encourages students to take responsibility for their own learning. Please compare your students' perception of their end–of–term understanding/mastery of the

1 out of 3 students participated in the student survey, in which this student reflected there was grow in all 3 outcomes. I am in agreement with the student's evaluation of the Course Outcomes and results of the course. In response to Q6, it is evident that students may be unclear as to the separation between OS 280 F & G. In addition, students were included in all communication with the Work Site Supervisors.

three outcomes (found in student evaluations) to your assessment (above) of student achievement of the three outcomes. *	Unfortunately, not all work site locations or work schedules are conducive to location visits.
5. Did student achievement of outcomes meet your expectations for successfully teaching to each outcome (question 4 from Part A) *	Yes

6. Based on your analysis in the questions above, what course adjustments are warranted (curricular, pedagogical, student instruction, etc.)? *

Course is aligned with the course outcomes. The challenge comes in staying current with industry trends and keeping topics engaging and relevant to these trends. Additional work needs to occur to create a roadmap aligned course activities with course outcomes.

Students are still unclear as to the separation between OS 280 F – Work Experience and OS 280 G – Seminar, possibly because both OS 280 F & G are in the same Moodle shell, although the gradebook and specific assignments are labeled with the course in which it is aligned to. Additionally, there are 2 separate syllabi.

7. What resources would be required to implement your recommended course adjustments (materials, training, equipment, etc.)? What Budget implications result?	Time
8. Describe the results of any adjustments you made from the last assessment of this course (if applicable) and their effectiveness in student achievement of outcomes. *	Student Services take a more active roll in ensuring that students are prepared for this course prior to enrollment. Students appear to be more prepared when they enter this course, as compared to 2016, which supports students' successful completion.
9. Describe how you explain information about course outcomes and their relevance to your students.	Course outcomes are covered in the syllabus. Weekly outcomes and course outcomes are also included at the beginning of each week, and separated between OS 280F & G.

10. Please describe any changes/additions to instruction, curriculum or assessment that you made to support students in better achieving the CGCC Core Learning Outcomes:
CLO #1: Communication. The areas that faculty are focusing on are: "Source and Evidence" and "Organization and Presentation"
and
CLO #2: Critical Thinking/Problem Solving. The areas that faculty are focusing on are: "Student's Position" (Critical Thinking) and "Evaluate Potential Solutions" (Problem Solving).
CLO #4: Cultural Awareness. The area that faculty is focusing on is: "Curiosity" – Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions"

CLO #1: Students create and online Career Portfolio which is focused on their chosen career path.
CLO #2: Students participate in online discussions regarding difficult workplace situations that they were either involved in or had knowledge of. Students are required to include research resources, ask questions regarding the situations, and to include potential solutions. They are asked to evaluate the advantages and disadvantages of the solutions.
CLO #4: Students participate in online discussions requiring review and research of resources and discuss and evaluate various situations regarding human relations, professionalism, and workplace culture and diversity. Students are required to ask questions in order to seek out answers.

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