

***STUDENT LEARNING ASSESSMENT PROGRAM
SUMMARY FORM AY 2004-2005***

Degree and

Program Name: Career and Organizational Studies

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PART ONE

What are the learning objectives?	How, where, and when are they assessed?	What are the expectations?	What are the results?	Committee/ person responsible? How are results shared?
1. Students will demonstrate an understanding of the impact of occupational choice on quality of work life.	In COS 4810 students submit a written career development plan illustrating their personal career goals and how they relate to their personal quality of work life.	100% of COS students will complete their career development plan.	100% of COS students successfully complete their career development plan in accordance with the criteria provided.	Instructors for COS 4810 evaluate the career development plan document according to the assignment criteria. Results are shared with all faculty teaching this section and curriculum revisions are made when necessary to keep current of changing occupations and workplace influences.
2. Students will demonstrate written communication skills necessary for professional competence in the workplace and meet EIU's criteria as outlined in the EIU Plan for Assessment of Student Learning.	Two core courses, COS 4820 and COS 4830, are both writing intensive courses. Papers must meet the Primary Trait Analysis for Writing Rubric for Individual Submissions to the EWP at EIU. Paper submitted by COS students in both COS 4820 and COS 4830 are assessed using the rubric.	100% of COS students will achieve a level 4 on the rubric for these submissions.	In the past all students in the courses were assessed. Their success rate in reaching level 4 was 85%. During the next reporting cycle only COS students will be assessed using the matrix.	COS Curriculum Committee members review the results annually, work with adjunct faculty to ensure grading reliability, and distribute appropriate rubric materials to new faculty members.

4. Students will demonstrate oral communication skills necessary for professional presentations in the workplace and which meet the guidelines set forth in the EIU Plan for Assessment of Student Learning.	Core courses, COS 4820 and COS 4830, include management style presentations as part of the curriculum. COS student presentations must meet the Primary Trait Analysis for Speaking Matrix for Assessment of Oral Presentations guide supplied by the EIU Plan for Assessment of Student Learning.	100 % of COS students will achieve a level 4 on the Matrix used to evaluate these presentation.	In the past all students in the courses were tracked. Their success rate in these assignments was 85%. During the next reporting cycle only COS students will be assessed using the matrix.	COS Curriculum Committee members review the results annually, work with new and adjunct faculty to ensure grading reliability by distributing appropriate grading matrix materials.
5. Students will demonstrate an understanding of the impact of work design on organizational culture and productivity.	Core courses, COS 4820 and COS 4830 include a major papers and presentations on understanding these relationships. Two submissions will be used for assessment purposes: 1) An article review that includes an application section, and 2) A case study that analyzes a workplace challenge involving culture and productivity issue.	100% of COS students will complete both assignments in accordance with the assignment guidelines.	This is a new learning objective developed in spring of 2005 as a result of previous assessment analysis and the results are not available.	Beginning Fall of 2005 only COS student results will be reviewed by COS curriculum committee members to evaluate the expectations versus the results. This will ensure that the core curriculum, in the aggregate, is indeed addressing the program objectives.

(Continue objectives as needed. Cells will expand to accommodate your text.)

PART TWO

Describe what your program's assessment accomplishments since your last report was submitted. Discuss ways in which you have responded to the CASA Director's comments on last year's report or simply describe what assessment work was initiated, continued, or completed.

One of the goals of the curriculum committee was to survey former graduates of the program and their employers in relationship to how well the program objectives have been met. An indirect measure using a survey of alumni and employers during the fall of 2004 indicated the following:

- 92% of the 85 alumni responding reported being Satisfied to Highly Satisfied with the degree program.
- 92% of alumni felt that their degree preparation in the core courses was better or superior to others.
- 95% indicated that the COS program helped them reach their personal and career goals.
- Of the 55 responding employers 94% indicated that COS graduates performed equal or better to their workplace peers.
- 94% of employers indicated that COS graduates demonstrated the expected baccalaureate-level skills in the areas of written and oral communication.

The COS coordinator has sent the website for the Plan for the Assessment of Student Learning to all adjunct faculty teaching for the COS program. In the fall of 2005 faculty with the program will meet to develop the assessment process described in part three of this document.

PART THREE

Summarize changes and improvements in **curriculum, instruction, and learning** that have resulted from the implementation of your assessment program. How have you used the data? What have you learned? In light of what you have learned through your assessment efforts this year and in past years, what are your plans for the future?

Since the implementation of the assessment program faculty have worked to provide more opportunities for feedback in written and oral communication assignments. All faculty have access to the EIU Assessment of Student Learning written communication rubric and the oral communication matrix. They share these with the students and ensure that students are provided with opportunities for feedback. Faculty have also revised an abbreviated APA handout, incorporated several written and oral communication activities earlier in the semester to provide more opportunities for feedback.

In the spring of 2005 the assessment committee members decided that only students enrolled in the Career and Organizational Studies program will be assessed. In the past, data has included all students enrolled in COS courses. After discussion with CASA director, Karla Sanders it was decided to limit the assessment to COS students. The rationale for this is that only COS students complete the three core courses and those courses in the aggregate address the program objectives. Students, beginning in fall of 2005 will electronically submit three assignments for assessment by tenured COS faculty. The committee's charge will be to compare the results from the program learning objectives to stated program expectations. Reporting data will begin Fall 2005 and results will be provided in the 2005-2006 document.