

## Assessment of Non-Academic Outcomes (Fall 2003 and Spring 2004)

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Unit: Cooperative Education and Internships Date January 22, 2004

Person Completing the Information: **Gary Steele & Dianne Markley** Email: **gsteele@unt.edu**

Head of the Unit: Dianne Markley Email: **dmarkley@unt.edu**

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**Mission:** The mission and purpose of the Cooperative Education and Internships program are: 1) To facilitate the University's mission to achieve excellence in teaching and its mission to cultivate partnerships that will enhance the quality of life and education by providing qualified students with multiple semesters of academically related work experience in positions that are specifically developed and monitored to ensure learning, academic relevance, and quality supervision; 2) To coordinate and facilitate internship programs for academic departments by providing such services as: job development and listing services, individual student career advising, referral, and on-site evaluation/report of progress to faculty.

**II. Previous Evaluations of the Unit:** Our program was thoroughly reviewed and evaluated by an on-site team from the Accreditation Council for Cooperative Education (ACCE) and was granted full accreditation for the maximum possible term of six years. In readiness for the evaluation, credit courses concerning co-op and internships were reviewed across the campus. In some cases, wording in course descriptions were changed to more accurately describe the course and the roles of both the faculty and our program. Many co-op courses were added to meet the requirement concerning academic credit from ACCE. The evaluation revealed that our university publications (primarily the catalog) needed to be brought up to date and a clear distinction between co-op and internship needed to be made. Those changes were implemented the following year.

### III. Statement of Expected Outcomes:

1. At least 90% of our co-op and intern students will be placed into positions that have some valuable relation to their major and are valuable learning and professional experiences. These work experiences enhance classroom learning and help students understand the relevance of their academic work.
2. At least 90% of the students who utilize our program will find our services to be worthwhile.
3. Faculty will find 95% of the positions we develop to be relevant and meaningful.

### IV. Measuring Expected Outcomes:

Outcomes 1 and 2: We utilize a written evaluation form for students and one for employers that is filled out by each participating student and employer during each semester. The students and employers respond to questions about the work assignment, its relevance to their academic pursuits, and the service received from this office. The coordinators also visit each student on the job (in person or by phone) and complete an on-site report which evaluates the employer and the appropriateness of the work assigned once each semester. These forms are available through our web site.

Outcome 3: Faculty approve or disapprove the student's request for credit in an internship or co-op course.

**V. Use of Assessment Results:**

**Results for 2002-03:**

- 98% of our students rated our program as worthwhile, good, or great.
- 88% found their work assignments to be directly related to their classroom work, and an additional 6% found their work assignments to be "somewhat" related to their classroom work.
- 94% of the employers indicated that their expectations for the student had been met extremely well or exceeded.
- 100% of the positions we developed were approved by faculty for academic credit upon request.

**Describe how the results of the assessments described in IV above are shared with staff in the unit?** The Director reviews the composite findings of all evaluations and discusses them in detail in a meeting with all staff and with the coordinators individually. The results are compiled for the annual report and reviewed by the Associate Provost, then posted electronically for the university community in general.

**How are the results used to improve the unit?** The information from both evaluation forms and from the site visit is used to help determine which employers provide the best experience for our students, and which ones we need to work with to help them improve their jobs, and even which employers to drop from the program.

**Help improve student learning?** Student learning is enhanced when the jobs are directly related to their classroom work and they have the opportunity to test their knowledge in the field.

**Enhance student development?** Students develop confidence in themselves and begin to develop their professional character while working in co-op or internship positions.

**Meet the university's vision?** Our program helps meet the university's vision by being a creative activity that forges partnerships with non-profit organizations and corporations and by helping to produce high-quality graduates who are meeting the workforce needs of metroplex employers and the global economy.

**V. Changes Made Based on Assessment Results:** We are striving to maintain our current level of service and excellent results for students, faculty, and employers.

**Signature of Person Completing the Form:**

\_\_\_\_\_ Date \_\_\_\_\_

**Signature of Unit Head after Reviewing the Form:**

\_\_\_\_\_ Date \_\_\_\_\_