

Assessment Impact by Course Objectives

Palau Community College

Program (BU) - Business Administration

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CLO: BU 223 - BU Internship: CLO 1 (SP 2015)

Demonstrate proper employee behavior and work habits.

CLO Assessment Cycle: 2014-2015 (Spring 2015)

Start Date: 04/22/2015

CLO Status: Active

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Demonstrate proper employee behavior and work habits. Signature assignment: Internship Training	70% of the students assessed will perform at the proficiency level.		Yes

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Internship Training - 11/01/2015 - 100% of the students assessed performed at the proficiency level. Expected Student Performance Met: Yes Related Documents: BU223 CLO1-2.pdf	11/01/2015 - Four students enrolled in the course and all four students were assessed. The percentages for both CLOs remained at 100% as compared to the last time the course was offered which is spring 2015. Students are doing well when placed in training.		2014 - 2015 (Summer 2015)
Internship Training - 07/06/2015 - 100% of the students assessed performed at the proficiency level. Expected Student Performance Met: Yes Related Documents: BU223 CLO1-2 sp15.pdf	07/06/2015 - The CLOs were revised last fall and cut from 7 to only 2. Added were proper work habits as CLO1. CLO 2 -7 were combined into only CLO 2 so that the supervisor will list the actual tasks completed during the internship period. It is more appropriate for supervisors to use for CLO 2 than the rating sheet previously used and clearly showed that the intern performed well at the actual tasks that were able to be assigned at this location. The percentages for both CLOs remained at 100% as compared to the last time the course was offered which is spring 2014. However, only CLO 1 and 2 were able to be assessed at that particular job site.		2014 - 2015 (Spring 2015)

CLO: BU 223 - BU Internship: CLO 2 (SP 2015)

Perform business administrative tasks as assigned by the site supervisor.

CLO Assessment Cycle: 2014-2015 (Spring 2015)

Start Date: 04/22/2015

CLO Status: Active

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Students will demonstrate proficiency with assigned business administrative tasks. Signature assignment: Internship Training	70% of the students assessed will perform at the proficiency level.		Yes

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Internship Training - 11/01/2015 - 100% of the students assessed performed at the proficiency level. Expected Student Performance Met: Yes Related Documents: BU223 CLO1-2.pdf	11/01/2015 - Four students enrolled in the course and all four students were assessed. The percentages for both CLOs remained at 100% as compared to the last time the course was offered which is spring 2015. Students are doing well when placed in training.		2014 - 2015 (Summer 2015)
Internship Training - 07/06/2015 - 100% of the students assessed performed at the proficiency level. Expected Student Performance Met: Yes Related Documents: BU223 CLO1-2 sp15.pdf	07/06/2015 - The CLOs were revised last fall and cut from 7 to only 2. Added were proper work habits as CLO1. CLO 2 -7 were combined into only CLO 2 so that the supervisor will list the actual tasks completed during the internship period. It is more appropriate for supervisors to use for CLO 2 than the rating sheet previously used and clearly showed that the intern performed well at the actual tasks that were able to be assigned at this location. The percentages for both CLOs remained at 100% as compared to the last time the course was offered which is spring 2014. However, only CLO 1 and 2 were able to be assessed at that particular job site.		2014 - 2015 (Spring 2015)

CLO: BU 223 - BU Internship: CLO 1

Students will be able to effectively communicate business concepts orally and in writing to organizational stakeholders.

CLO Assessment Cycle: 2013 - 2014 (Spring 2014)

Inactive Date: 03/11/2015

CLO Status: Inactive

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active

Means of Assessment

Means of Assessment	Expected Student Performance	Notes	Active
Assist in planning to business success - develop framework for planning and applying to enhance skills, develop SWOT analysis, develop policies, procedures, and regulation, identify resources and present plans made after analysis.	70% of the students assessed will perform at the proficiency level.		Yes
Signature assignment: Internship Training			

Results

Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Internship Training - 07/20/2014 - 100% of the students performed at the proficiency level.	07/20/2014 - No action needed at this time.		2013 - 2014 (Spring 2014)
Expected Student Performance Met: Yes			
Related Documents: clo 1-7.docx			

CLO: BU 223 - BU Internship: CLO 2

Students will have an understanding of ethical perspectives, and an ethical and legal framework for decision-making.

CLO Assessment Cycle: 2013 - 2014 (Spring 2014)

Inactive Date: 03/11/2015

CLO Status: Inactive

Means of Assessment

Means of Assessment	Expected Student Performance	Notes	Active
Assist in making operational and strategic plans, identifying issues/problems in organization, and making decision to meet the operational and strategic plans.	70% of the students assessed will perform at the proficiency level.		Yes
Signature assignment: Internship Training			

Results

Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Internship Training - 07/21/2014 - 100% of the students assessed performed at the proficiency level.	07/21/2014 - No action needed at this time.		2013 - 2014 (Spring 2014)
Expected Student Performance Met: Yes			
Related Documents: clo 1-7.docx			

CLO: BU 223 - BU Internship: CLO 3

Through active learning and experiential education, our students will acquire business knowledge and develop skills to analyze and solve complex managerial problems.

CLO Assessment Cycle: 2013 - 2014 (Spring 2014)

Inactive Date: 03/11/2015

CLO Status: Inactive

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Assist in developing working schedule and job design for employees - develop job characteristic model, delegate tasks, rotating employees and modify work schedules.	70% of the students assessed will perform at the proficiency level.		Yes
Signature assignment: Internship Training			

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Internship Training - 07/21/2014 - No students were assessed. Expected Student Performance Met: Yes	07/21/2014 - Students were unable to perform the tasks needed for this CLO at the job site because there were no tasks available in this area.		2013 - 2014 (Spring 2014)

CLO: BU 223 - BU Internship: CLO 4

Students will be able to use information technologies to access, analyze and report business information.

CLO Assessment Cycle: 2014-2015 (Fall 2014)

Inactive Date: 03/11/2015

CLO Status: Inactive

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Assist in leading and motivating employees.	70% of the students assessed will perform at the proficiency level.		Yes
Signature assignment: Internship Training			

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Internship Training - 07/21/2014 - No students were assessed. Expected Student Performance Met: No	07/21/2014 - Students were unable to perform the tasks needed for this CLO at the job site because there were no tasks available in this area.		2013 - 2014 (Spring 2014)

CLO: BU 223 - BU Internship: CLO 5

Students will develop an awareness and understanding of the cultural, legal, economic and geo-political forces that impact business operations in a global economy.

CLO Assessment Cycle: 2013 - 2014 (Spring 2014)

Inactive Date: 03/11/2015
CLO Status: Inactive

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Assist in developing team work/collaboration among employees. Signature assignment: Internship Training	70% of the students assessed will perform at the proficiency level.		Yes

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Internship Training - 07/21/2014 - No students were assessed. Expected Student Performance Met: No	07/21/2014 - Students were unable to perform the tasks needed for this CLO at the job site because there were no tasks available in this area.		2013 - 2014 (Spring 2014)

CLO: BU 223 - BU Internship: CLO 6

Students will be able to understand, analyze and use the accounting/financial information generated by organizations for their stakeholders, and will understand financial theories, analyses and markets.

CLO Assessment Cycle: 2013 - 2014 (Spring 2014)

Inactive Date: 03/11/2015
CLO Status: Inactive

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Assist in developing organizational budget. Signature assignment: Internship Training	70% of the students assessed will perform at the proficiency level.		Yes

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Internship Training - 07/21/2014 - No students were assessed. Expected Student Performance Met: No	07/21/2014 - Students were unable to perform the tasks needed for this CLO at the job site because there were no tasks available in this area.		2013 - 2014 (Spring 2014)

CLO: BU 223 - BU Internship: CLO 7

Students will understand the economic forces that impact organizations operating in the global business environment, and will use economic analyses to make business decisions.

CLO Assessment Cycle: 2013 - 2014 (Spring 2014)

Inactive Date: 03/11/2015
CLO Status: Inactive

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active

Means of Assessment

Means of Assessment	Expected Student Performance	Notes	Active
Assist in recruiting, screening, interviewing, recommending, staffing, and evaluating potential employees. Signature assignment: Internship Training	70% of the students assessed will perform at the proficiency level.		Yes

Results

Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Internship Training - 07/21/2014 - No students were assessed. Expected Student Performance Met: No	07/21/2014 - Students were unable to perform the tasks needed for this CLO at the job site because there were no tasks available in this area.		2013 - 2014 (Spring 2014)