

COURSE ASSESSMENT REPORT

Course Number: 2540:289-701

Instructor: Lori Brinker

Course Title: Career Development for Business Professionals

Semester: Spring Year: 2005

1. Course Learning Outcome(s) Being Assessed

Upon successful completion of this course, the student should be able to:

- Locate employment opportunities and prepare resumes and letters of application
- Prepare for a successful job interview

2. Instructional Techniques to Achieve the Course Learning Outcomes

Lecture/discussion, video, reading of textbook material plus supplemental handouts, role-playing, and hands-on practice techniques were used to present the job search material needed for students to complete career portfolios.

3. Assessment Activity(ies) to Measure Student Learning (pre- post-tests, quizzes, exams, projects, assignments, self-assessment, in-class exercises)

Students spent the first six weeks of the course covering material related to outcomes being assessed. Students then received a grading rubric for the Career Portfolio Project. They had the opportunity to meet with me several times regarding the content of the portfolio, view a film on creating career portfolios, and to ask questions of professionals in the business field during a panel discussion hosted by the class. Students used materials created during the Career Development class together with materials developed previously in other classes and their current/past jobs (if possible) to put together the career portfolio.

4. Results/Observations on each activity

My criterion for success was to have 100% of students earn a minimum of 75% on the grading rubric for the Career Portfolio Project (see Assessment Form A). I had 16 students participate in the activity. All of the students (100%) earned a minimum of 75% on the grading rubric with an average score of 94%. I was very impressed with the quality of the portfolios turned in. The students took the project very seriously and produced high-quality portfolios for use in gaining employment. Several students actually used the portfolios during the semester when interviewing for jobs and internships. They reported success (employers liked the contents) using the portfolios. Several students had problems organizing the contents of the portfolio and achieving a professional "look" for the document.

5. Based on above Results/Observations, Suggestions for Better Achieving Course Learning Outcomes

The Career Portfolio Project was successful and provided students with a product usable for gaining employment in the business world. I will consider adding more class discussion on organizational methods and encourage students to share their portfolios with each other prior to turning them in for evaluation.