

# Institutional Effectiveness Report

---

## Assessment Summary

**Administrative Unit:** Cooperative Education

**Contact Person:** Ann T. Stone

Email: atstone@valdosta.edu

Phone: 229-333-7172

**Assessment Cycle** (academic year)

**Mission** (related to VSU mission): The mission of the Valdosta State University Office of Cooperative Education is to support the academic, career, personal, and work-skills development of VSU students through structured work-based learning experiences.

**Assessment History** The Valdosta State Cooperative Education Program began in 1984, when a five-year grant from the U.S. Department of Education was obtained. During the course of the grant, the institution's share of the total expenses increased annually, to a point that Valdosta State assumed total fiscal responsibility for the program.

From the beginning the Cooperative Education program kept records of the students' placements for each semester of their work. Also Student and Employer Evaluations were completed and reviewed by the Coordinators and Director of Career Services. Students' placements are recorded in Banner each work semester with their grade designation. Frequency records have been kept showing the number of students using our services.

Coop 1100, Introduction to Profession Practice was reintroduced in Fall 2005, offering one hour elective credit.

Presently we keep semester Excel spreadsheets for recording student placements, type of work option, Student Learning Objectives, Employer and Student Evaluations, Site Visit and assignments. In Summer 2003 I was appointed to (The Experiential Education and Career Exploration Committee component of the Professional Standards developed by USC CACE) and conducted a survey for each learning community in the state of Georgia. After reviewing and complying the results, showing their career training and/or experiential learning opportunities my director and I tailored Student Learning Objectives from one of the institutions for our use. In Fall 2005 we added the component of Student Learning Objectives for each semester of the students' work.

- This showed three objectives they would be working on at their Co-op job that is related to their major.
- It was approved by their supervisor (with signature & date), students' signature and date and then sent back to the Co-op office to be sent to their Academic Advisor with a letter of explanation for their signature and date.
- We felt this further showed the connection between their Experiential Work Assignment (Job), their Work Supervisor (Employer) and their Academic Advisor (Academics).

- The Student and Employer Evaluations had a component added that gave the opportunity to assess the progress made or not made for each semester. These are reviewed each semester by coordinator and Director of Career Services and action is taken as needed.
- Documentation (Annual Reports, Assessment Reports and Policy) are kept on file in the Cooperative Education Office.

### Goals for Unit:

The following lists the Cooperative Education Office goals for the three years (2005-2006, 2006-2007, 2007-2008).

#### 2005-2006

1. Office Training: Train new job developer
2. Implement the use of Student Learning Objectives for each semester students work
3. Purchase office desks, returns and bookshelves
4. Technology: Replace four staff's CPU'S and flat screens
5. Reintroduce Coop 1100 as an elective one-hour class

#### 2006-2007

6. Development of office policy and procedure manual. A hard copy of policy and procedure manual will prevent the reliance of institutional (human) memory regarding how to handle standard situations and will standardize policies and procedures for all staff for reference.
7. Merge offices of Career Services and Cooperative Education physically. The merge will clarify operational responsibilities and staffing assignments, resulting in a more efficiently organized office.
8. Upgrade office web-site to conform to new format, required of all university offices.
9. Purchase Management Software, allowing students to register with cooperative education for opportunities as well as professional employment after graduation and allow for the development of student electronic portfolios. Employers will also have the ability to post on line using the system at no charge to them. The employers and the positions will be reviewed and approved by a member of the professional staff.

#### 2007-2008

10. Increase student placements by 5% from 98 placed students to 103 placed students
11. Increase student employment opportunities by 5% from 35 employers to 37 employers
12. The Co-op coordinators will continue to communicate with Deans and professors for the majors they advise students to increase the number of employment opportunities in academic areas by 5%, from 22 academic areas to 23 areas
13. Develop and implement Professional Etiquette Dining and Dress for Success Event, spring semester.

**Assessments** (include when and to whom these are administered, and align goals with specific assessments):

- **Budget Request** (annually)—Goal 3, 4, 9
- **Annual Reports** (annually) —Goals 2, 5, 10, 11, 12
- **Assessment Project Reports** (annually)—Goals 2, 5, 6, 10, 11, 12, 13

- **Documents and Policy Statements** (as needed)—Goals 2, 5, 6, 8, 10, 11, 12, 13

## 2005-2006

- Assessment Results
  - **Budget Requests** (2) were prepared and submitted: One of \$6,000.00 for the purpose of purchasing office desks, return, bookshelves, chairs for office remodel, Goal 3; One, sent to OIT for the purchase of replacing office technology with four staff CPU'S and flat screens, goal 4
  - **The FY 2006 Annual Report** shows the Placement numbers by major, work type and course students are registered in, Goal 2, and the reintroduced Coop 1100 as an elective one-hour class, Goal 5.
  - **Assessment Report** due to implementing the Student Learning Objectives for a trial run the reporting was not in place at this time but being developed. Cooperative Education Seeker Evaluations were given to each new student at their first visit to be completed and returned to office. This assessment process generates academic Major data represented, satisfaction ratings and comments for improvements. Goal 2, 5
  - **Documents and Policy Statements**, Goal 2
- Discussion/Dissemination of Results:
  - **Budget Requests:** Office furniture was bought and new technology purchased
  - **Annual Report:** Submitted to the VP of Student Affairs.
  - **Assessment Report:** Seeker Evaluations results were recorded.
  - **Documents and Policy Statements:** Course Syllabi updated
- Modifications Made:
  - **Goal 1:** Accomplished trained new Job developer
  - **Goal 2:** Implemented Student Learning Objectives Fall 2005 (trail run)
  - **Goal 3:** Accomplished, purchased office furniture
  - **Goal 4:** Accomplished, updated office technology
  - **Goal 5:** Reintroduced Coop 1100

## 2006-2007

- Assessments Results
  - **Budget Requests** (1) One of \$3,000.00 for the purchase of the College Central Network Management Software for the merged offices of Career Services and Cooperative Education, Goal 7, 9.
  - **FY 2007 Annual Report** shows the Placement numbers by major, work type and course students are registered in, Goals 2,
  - **Assessment Report** Seeker evaluations continue to generate Academic Major Data represented satisfaction ratings and comments for improvements. Goal 6
  - **Documents and Policy Statements:** Updated and on file, showing combined offices Career Services and Cooperative education, Goal 7

- Discussion/Dissemination of Results:
  - **Budget Results** (1) purchase of the Management Software for use by staff, students and employers
  - **Annual Report:** Submitted to the VP of Student Affairs.
  - **Assessment Report:** Seeker Evaluations results were recorded and annual report results reported
  - **Documents and Policy:** Redefined areas of the parameters for each of the two offices working with VSU students, employers and faculty
  
- Modifications Made:
  - Goal 6: ongoing reviewed annually
  - Goal 7: Officers of Career Services and cooperative Education merged
  - Goal 8: ongoing updating of web-site
  - Goal 9: Management Software purchased and staff trained

## 2007-2008

- Assessment Results
  - **Budget Requests:** none at this time
  - **FY 2008 Annual Report:** shows the Placement numbers by major, work type and course students are registered, Goals 10, 11, 12
  - **Assessment Report:** This is the first full academic year the Student and Employer Evaluation reflected the Student Learning Objectives and satisfaction results, progress on set goals shown, and work ethics evaluated. First Professional Dining and Dress for Success Fashion Show conducted and evaluated by students attending.
  - **Documents and Policy:** Policy reflected the Student Learning Objectives
  
- Discussion and Dissemination of Results:
  - **Budget Results**-general operating expenses
  - **Annual Report:** Submitted to the VP of Student Affairs.
  - **Assessment Report:** four (4) assessments of the Student and employer evaluations were recorded
  - **Documents and Policy:** the administering, recording, and reviewing the results of the 2 evaluations were added to Policy Manual.
  
- Modifications Made:
  - **Goal 10:** Met and exceeded placement goal of 5% to 7.9%
  - **Goal 11:** Due to another new Job Developer and a new management software program this information was not recorded.
  - **Goal 12:** A letter was developed and sent to Academic Advisor for each placed student with a copy of the Student Learning Objectives to be signed by Academic Advisor and filed.
  - **Goal 13:** Accomplished and now partnered with Sodexo, Office of Alumni, Student Success Center and Career Services to continue this presentation each fall and spring semester.