

Program: Nonprofit Administration minor

Date: May 31, 2012

Completed by: Jennifer Mullen

Please complete this form for each undergraduate, minor, certificate, and graduate program (e.g., B.A., B.S., M.S.) in your department and return it to Erin Frew, erin.frew@colostate-pueblo.edu as an email attachment before June 1, 2012. You'll also find the form at the assessment website at <http://www.colostate-pueblo.edu/Assessment/Resources/Pages/default.aspx>. Thank you.

I. Program student learning outcomes (SLOs) assessed in this cycle, processes, results, and recommendations.

A. Which of the program SLOs were assessed during this cycle? Please include the outcome(s) verbatim from the assessment plan.	B. When was this SLO last assessed?	C. What method was used for assessing the SLO? Please attach a copy of any rubrics used in the assessment process.	D. Who was assessed? Please fully describe the student group.	E. What is the expected achievement level and how many students should be at it?	F. What were the results of the assessment?	G. What were the department's conclusions about student performance?	H. What changes/improvements to the <u>program</u> are planned based on this assessment?
Outcome 1) identify basic components of nonprofit organization Outcome 2) develop a strategic plan for a new nonprofit organization Outcome 3)	SLOs for the Nonprofit Administration Minor have not been previously assessed.	Outcome 1: Final paper in MCCNM 370 Outcome 2: Final paper in MCCNM 370 Outcome 3: Evaluation of internship by supervisor and students (see rubrics copied	Outcomes 1 and 2: All students enrolled in MCCNM 370 Outcome 3: All students who are graduating from the minor program (3 in	Outcome 1: 90 percent of students should perform at average or higher level. Outcome 2: 90 percent of students should perform at	Outcome 1: 40 percent performed at excellent level; 40 percent performed at very good level; 10 percent performed at average	Based on the assessment results, students in the minor are performing at expected levels. However, because the number of students enrolled in the nonprofit administration minor program is	Although the students completing the minor program are performing at target levels, the lack of enrollment in the minor program suggests that a full review of the program is needed. With the departure of the current advisor, a full review of the program should begin during the

apply knowledge of nonprofit organizations within an internship setting.		below)	Spring 2012).	average or higher level. Outcome 3: 100 percent of students should receive above average or higher evaluations from supervisors; 100 percent of students should report adequate preparation to contribute to internship.	level; 10 percent performed at below average level Outcome 2: 40 percent performed at excellent level; 40 percent performed at very good level; 10 percent performed at average level; 10 percent performed at below average level Outcome 3: All students received outstanding (high) evaluations from supervisors; all students reported they had adequate	so small (just 3 students graduated with the minor in 2012), the entire nonprofit administration minor program should undergo a thorough review, including completion of a curriculum map tied to student learning outcomes, in the near future.	upcoming academic year.
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					preparation to contribute to the internship. All of the targets were met.		

Comments:

B. Follow-up (closing the loop) on results and activities from previous assessment cycles. In this section, please describe actions taken during this cycle that were based on, or implemented to address, the results of assessment from previous cycles.

A. What SLO(s) did you address? Please include the outcome(s) verbatim from the assessment plan.	B. When was this SLO last assessed?	C. What were the recommendations for change from the previous assessment?	D. Were the recommendations for change acted upon? If not, why?	E. What were the results of the changes? If the changes were not effective, what are the next steps or the new recommendations?

Comments: This section is not applicable to the nonprofit administration minor since the outcomes have not been assessed prior to this year.

Grading Rubric for Nonprofit Proposal Paper (used to measure learning outcomes 1 and 2)

Excellent: Required outline is followed; all required elements are covered in thorough detail. Proposal is realistic and could actually be considered for implementation. Paper is written at 300-level quality, college work throughout. Paper is professional with no typos or errors. Assignment meets deadline.

Very Good: Required outline is followed; all required elements are covered with few details missing. Proposal is generally realistic and could be considered for implementation. Paper is written at 300-level quality, college work throughout. Paper is professional with few typos and no errors. Assignment meets deadline.

Average: Required outline is followed; all required elements are covered with some details missing. Proposal is mostly realistic and could be considered for implementation with a few minor modifications. The majority of the paper is written at 300-level quality, college work. Paper is mostly professional with some typos and few errors. Assignment meets deadline.

Below Average: Required outline is not followed; required elements are missing. Proposal is a stretch and would be difficult to implement. Paper is not written at 300-level quality, college work. Paper lacks professionalism with many typos and errors. Assignment did not meet deadline.

Internship Supervisor Evaluation (used to measure learning outcome 3)

**Mass Communications Department and Center for New Media
Internship Evaluation
Please return to Jennifer Mullen, Department Chair
jen.mullen@colostate-pueblo.edu
549-2856
719-549-2120 Fax**

Student Name _____

Supervisor Name _____

Organization _____

Please evaluate the student intern with 1 being your lowest rating, 2 being average, and 3 being above average, and 4 being your highest rating in the areas listed. Feel free to add additional comments, as well.

<u>Skill Evaluation</u>	<u>1 LOW</u>	<u>2 AVERAGE</u>	<u>3 ABOVE AVERAGE</u>	<u>4 HIGH</u>
Writing	1	2	3	4
Interpersonal communication	1	2	3	4
Strategic thinking	1	2	3	4
Technology	1	2	3	4
Problem-Solving	1	2	3	4
 <u>Professionalism</u>				
Responsibility	1	2	3	4

Punctuality/Deadlines	1	2	3	4
Dependability	1	2	3	4
Poise/Self-Control	1	2	3	4
Initiative	1	2	3	4
Able to take criticism	1	2	3	4

Comments _____

Signature _____ Date _____

Internship Student Self Evaluation (used to measure learning outcome 3)

Student Interns are required to submit a narrative of the internship experience.

Narrative includes:

1. Overview of your duties/projects/initiatives
2. Your evaluation of your own performance, including a summary of your level of preparation for the internship
3. Your evaluation of the internship experience in this particular organization

Students must also submit samples of work produced during the internship.