Assessment: Assessment Plan

TEXAS TECH UNIVERSITY
Office *of the* Provost
Office *of* Planning & Assessment™

Degree Program - AS - Environmental Sustainability and Natural Resources Management (PSM)

CIP Code: 03.0201.00

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Modality: Fully Online (86-99% Online), Face-to-Face

Student Learning Outcome: Knowledge and Scholarship

Upon completion of the degree, students should be able summarize major the concepts in areas of ecology, environmental sustainability and natural resources management.

Outcome Status: Active
Outcome Type: Student Learning
Start Date: 08/24/2015
End Date: 08/31/2017

Assessment Methods

Course Level Assessment - Successful completion of graduate courses will require a Grade Point Average of 3.0 with no more than 6 hours of C. This will be documented on the students' grade reports, transcripts and on the Student Progress and Placement Template which comprises a portion of each student's portfolio. (Active)

Criterion: 90% of the students enrolled in face-to-face courses will have successfully completed their required and suggested elective courses within two calendar years of initial enrollment; 70% of students enrolled entirely in distance courses will have completed their required and elective courses within three calendar years of their initial enrollment.

Discipline-Specific Certification/Licensure - Successful completion of the Business Skills SkillSoft Computer-Based training will require a Certificate of Completion for each module. Certificates of Completion require grades of 75% for each module. Certificates of completion will be included in student portfolios. (Active)

Criterion: 100% of all enrolled students will have scored a minimum of 75% on all their SkillSoft modules prior to being recommended for graduation, if they elect this option to satisfy the "Professional Skills" requirement for the PSM degree.

Discipline-Specific Certification/Licensure - Successful completion of the graduate certificate in Business Essentials requires a student meet the admission requirements into the program, as established by the Rawls College of Business, then he or she must pass each of the courses in the graduate certificate program. (Active)

Criterion: 100% of all enrolled students will have passed all the graduate business courses in the graduate certificate program in Business Essentials prior to being recommended for graduation, if they elect this option to satisfy the "Professional Skills" requirement for the PSM degree.

Capstone Assignment/Project - Successful completion of the internship or capstone course which requires:
(1) attendance for the appropriate number of hours and performance of agreed upon duties of intern, or proposal for solution to capstone problem and progress reports toward solution
(2) written final reports describing what is being/was done during the experience
(3) an oral presentation and defense demonstrating knowledge in area of concentration acceptable to employer, graduate advisor

and others as appropriate

(4) an internship evaluation form to be completed by project supervisor (manager's evaluation of intern)

(5) a grade for internship/capstone experience to be assigned by major advisor

Information concerning the successful completion of an internship or capstone course will be included in the student portfolio

(Active)

Criterion: 50% of all enrolled students will have acquired and completed either an internship or capstone course by the end of their second year of enrollment; 70% by the end of their third year and 100% prior to graduation.

Completion of the student portfolio with an evaluation grade of "Satisfactory" from the student's major advisor will be required of 100% of all students completing the program prior to their being certified for graduation.

Self-Assessments - A summary of each course a student has completed content and how it affected personal growth/understanding.

For example:
1. What I learned from this course
2. What I took away from this course
3. How this course changed by thinking about _____

(Active)

Criterion: 90% of the coursework should be rated as consequential and influential to the students own perception of knowledge and understanding of the field specialty

Student Exit Survey - Evaluation of all aspects of the program by means of an exit survey to provide feedback on program satisfaction and perceived learning outcomes. (Active)

Criterion: 70% completion rate of the exit survey by graduating students

Survey - Alumni - Evaluation of the program by means of a survey 1 year past graduation and again at 3 years past graduation to provide feedback on program satisfaction, perceived learning outcomes, job preparedness and placement. (Active)

Criterion: 70% completion rate of the program survey by program alumni, 1year and 3 years after graduation

Student Learning Outcome: Professional skills components

Upon completion of the degree students will demonstrate professional skills relevant to working in a business, governmental or non-governmental agency or non-profit organization

Outcome Status: Active
Outcome Type: Student Learning
Start Date: 08/24/2015
End Date: 08/31/2017

Assessment Methods

Discipline-Specific Certification/Licensure - Successful completion of SkillSoft Computer-Based-Training modules with a grade of 75% or better covering business basics in the following Business Skills areas: business basics, communications, team building, finance, organizational behavior, policy making, management, project and time management, problem solving, business etiquette and business ethics. Successful completion of the Business Skills SkillSoft Computer-Based training will require a Certificate of Completion for each module. Certificates of Completion require grades of 75% for each module. Certificates of completion will be included in student portfolios

(Active)

Criterion: 100% of all enrolled students will have scored a minimum of 75% on all their SkillSoft modules prior to being recommended for graduation

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90% of the students enrolled in face-to-face courses will have successfully completed their SkillSoft Computer-Based Training and earned certificates of completion for the indicated modules within two calendar years of initial enrollment; 70% of students enrolled entirely in distance courses will have completed their SkillSoft Computer-Based Training and earned certificates of completion for the indicated modules within three calendar years of their initial enrollment.

Discipline-Specific Certification/Licensure - Alternately, successful completion of all the courses in the graduate certificate program in Business Essentials (Active)

Criterion: 90% of the students enrolled in face-to-face courses and 70% of students enrolled entirely in distance courses, will have successfully completed the courses leading to the graduate certificate in Business Essentials. 100% of all enrolled students will have earned their graduate certificates in Business Essentials prior to being recommended for graduation.

Survey - Student - Student evaluation of the business skill modules in the form of a questionnaire indicating whether the student considers the modules provided information which helped them understand the business environment into which they will be entering. The entire questionnaire would include questions about every module the student completed. (Active)

Criterion: 90% of the business skill modules should be rated as consequential and informative and perceived as relevant to the business workplace.

Student Exit Survey - Evaluation of all aspects of the program by means of an exit survey provides feedback on program satisfaction and perceived learning outcomes. (Active)

Criterion: 70% completion rate of the exit survey by graduating students

Survey - Alumni - Evaluation of the program by means of a survey 1 year past graduation and again at 3 years past graduation to provide feedback on program satisfaction, perceived learning outcomes, job preparedness and placement. (Active)

Criterion: 70% completion rate of the program survey by program alumni, 1year and 3 years after graduation

Student Learning Outcome: Communication

Upon completion of the degree, students should be able to demonstrate a professional level of communication skills in written and oral form

Outcome Status: Active
Outcome Type: Student Learning
Start Date: 08/24/2015
End Date: 08/31/2016

Assessment Methods

Portfolio Review - copies of written project papers will be included in the student's portfolio (Active)

Criterion: 90% of the students enrolled in face-to-face courses will have successfully completed their written class projects and presentations within two years 70% of students enrolled entirely in distance courses will have completed their written class projects and presentations within three calendar years of their initial enrollment. 100% of all enrolled students will completed all written class presentations prior to being recommended for graduation. Completion of the student portfolio with an evaluation grade of "Satisfactory" from the student's major advisor will be required of 100% of all students completing the program prior to their being certified for graduation

Portfolio Review - Oral class presentations will be noted in the student's portfolio by title, abstract, time and date of presentation

and the class for which the presentation was made. (Active)

Criterion: 90% of the students enrolled in face-to-face courses will have successfully completed their oral class projects and presentations within two years 70% of students enrolled entirely in distance courses will have completed their oral class projects and presentations within three calendar years of their initial enrollment.
100% of all enrolled students will completed all oral class presentations prior to being recommended for graduation. Completion of the student portfolio with an evaluation grade of "Satisfactory" from the student's major advisor will be required of 100% of all students completing the program prior to their being certified for graduation.

Performance - final internship/capstone project reports and presentations (Active)

Criterion: Acceptance of the student's final internship/capstone experience reports (written and oral) by both the student's internship/capstone supervisor and graduate advisor.

Survey - Alumni - Evaluation of the program by means of a survey 1 year past graduation and again at 3 years past graduation to provide feedback on program satisfaction, perceived learning outcomes, job preparedness and placement.   (Active)

Criterion: 70% completion rate of the program survey by program alumni, 1year and 3 years after graduation

Student Learning Outcome: Critical Thinking and Problem Solving

Upon completion of the degree students will . . . .
a.   describe what was gained through the internship/capstone experience
b.   cite specific ways in which he or she applied the principles/practices attained from his or her area of concentration in the PSM program through having participated in the internship/capstone program.
c.   be able to discuss whether the internship/capstone experience has/has not been what was expected
d.   compile a final written report of the results of research experiences, if undertaken as part of this program
e.   create research or term papers, as required, for graduate classes
f.   seek and participate in interviews for permanent employment
g.   include all relevant and required information about the internship/capstone experience in his or her student portfolio.

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Assessment Methods

Capstone Assignment/Project - Final reports for the internship/capstone course will be the means for describing what is being/was gained through the internship/capstone experience; citation of specific ways in which he or she applied the principles/practices attained from his or her area of concentration in the PSM program through having participated in the internship/capstone program; and a brief discussion of whether the internship/capstone experience has/has not been what was expected. (Active)

Criterion: Within two calendar years of initial enrollment in the program 90% of the students enrolled in face-to-face courses and within three calendar years of initial enrollment, 70% of students enrolled entirely in distance courses will have successfully described what is being/was gained through the internship/capstone experience;cited specific ways in which he or she applied the principles/practices attained from his or her area of concentration in the PSM program through having participated in the internship/capstone program; and included a brief discussion in the midterm and final written reports of whether the internship/capstone experience has/has not been what was expected in the midterm and final reports. 100% of all enrolled students will have achieved these goals prior to being recommended for graduation.

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Capstone Assignment/Project - The student will produce a written report of the results of research experiences, if undertaken as part of this program (Active)

Criterion: Within two calendar years of initial enrollment in the program 90% of the students enrolled in face-to-face courses and within three calendar years of initial enrollment, 70% of students enrolled entirely in distance courses will have successfully produced a written report of the results of research experiences, if undertaken as part of this program

Internship Employer Survey - The student will solicit an evaluation from his or her internship/capstone manager or mentor which addresses the work performed during the internship/capstone experience, its quantity and quality, how well the work was planned and executed, the students ability to participate as part of a team (if appropriate), his or her attendance, and appearance, technical skills and other job related-requirements. In addition, comments will be solicited on the student's personal attributes that contribute to a winning experience such as presence, versatility, initiative, judgment, competence, attitude and judgment. (Active)

Criterion: Within two calendar years of initial enrollment in the program 90% of the students enrolled in face-to-face courses and within three calendar years of initial enrollment, 70% of students enrolled entirely in distance courses will have successfully received his/her Manager's/Mentor's evaluation of the internship/capstone experience. 100% of all enrolled students will have achieved these goals prior to being recommended for graduation.

Portfolio Review - The student will include in his or her student portfolio all research or term papers produced for all graduate classes so the major advisor and graduate committee members who are to recommend the student for graduation may determine whether the student's written communications are reflective of an appropriate mastery of the written word and if (s)he demonstrates the ability to think critically about the subject of the project papers prior to granting a recommendation for graduation. (Active)

Criterion: Within two calendar years of initial enrollment in the program 90% of the students enrolled in face-to-face courses and within three calendar years of initial enrollment, 70% of students enrolled entirely in distance courses will have successfully included in his or her student portfolio all research or term papers produced for graduate classes for evaluation prior to graduation.100% of all enrolled students will have achieved these goals prior to being recommended for graduation.

Employment - The student will document efforts for seeking and participating in employment interviews in his or her student portfolio. (Active)

Criterion: Within two calendar years of initial enrollment in the program 90% of the students enrolled in face-to-face courses and within three calendar years of initial enrollment, 70% of students enrolled entirely in distance courses will have successfully h.   documented all efforts to obtain and participate in employment interviews in his or her student portfolio.   Because the goal of this degree is to produce employment-ready graduates, evidence must be presented by the student that (s)he has made an attempt to obtain employment interviews prior to being recommended for graduation.100% of all enrolled students will have achieved these goals prior to being recommended for graduation.

Survey - Alumni - Evaluation of the program by means of a survey 1 year past graduation and again at 3 years past graduation to provide feedback on program satisfaction, perceived learning outcomes, job preparedness and placement.   (Active)

Criterion: 70% completion rate of the program survey by program alumni, 1year and 3 years after graduation

Student Learning Outcome: Professional Development

Students will demonstrate. . . . . . .
a.   a graduate level understanding of the content of the required and elective courses that comprise his or her PSM program
b.   professional business skills in communication , finance and accounting, leadership, management, personal development (including business ethics) and team building
c.   scientific and relevant business experiences in the corporate, governmental or non-profit world of work

d.   an understanding about the work culture of the corporate, governmental or non-profit world

e.   the ability to work effectively without excess supervision in a science-related corporation, governmental or non-profit organization

Outcome Status: Active
Outcome Type: Student Learning
Start Date: 08/24/2015
End Date: 08/31/2016

Assessment Methods

Course Level Assessment - Students will demonstrate mastery of the content of his or her required and elective graduate courses by achieving the learning objectives of each course, (Active)

Criterion: Within two calendar years of initial enrollment in the program 90% of the students enrolled in face-to-face courses and within three calendar years of initial enrollment, 70% of students enrolled entirely in distance courses will have successfully completed 12-13 hours of core course, 15 hours of preferred electives.

Course Level Assessment - Students will demonstrate mastery of business skills by receiving a Certificate of Completion of designated modules by achieving grades of 75% or better for each module, or by completion a Graduate Certificate in Business Essentials from the Rawls College of Business (Active)

Criterion: Within two calendar years of initial enrollment in the program 90% of the students enrolled in face-to-face courses and within three calendar years of initial enrollment, 70% of students enrolled entirely in distance courses will have successfully completed the assigned business skills modules or graduate certificate in Business Essentials have been completed satisfactorily. 100% of all enrolled students will have achieved these goals prior to being recommended for graduation.

Field Placement/Internship - Students will demonstrate mastery of scientific and relevant business experiences gained in the internship or capstone course through the inclusion in the internship or capstone course report of both scientific and relevant business sections (Active)

Criterion: Within two calendar years of initial enrollment in the program 90% of the students enrolled in face-to-face courses and within three calendar years of initial enrollment, 70% of students enrolled entirely in distance courses will have successfully completed their and defended their internship reports, including relevant scientific and business items, to the satisfaction of the internship supervisor and major advisor.   100% of all enrolled students will have achieved these goals prior to being recommended for graduation.

Field Placement/Internship - Students will demonstrate mastery of learning about the corporate world during the internship or capstone experience by including comments in the final report relating to what the student is learning/has learned about the corporate world (Active)

Criterion: Within two calendar years of initial enrollment in the program 90% of the students enrolled in face-to-face courses and within three calendar years of initial enrollment, 70% of students enrolled entirely in distance courses will have successfully completed their and defended their internship reports, including relevant scientific and business items, to the satisfaction of the internship supervisor and major advisor. 100% of all enrolled students will have achieved these goals prior to being recommended for graduation.

Performance - Students will demonstrate mastery of the capstone/internship experience by the receipt of a favorable assessment report from his or her manager or mentor and major advisor at the completion of the experience. (Active)

Criterion: Within two calendar years of initial enrollment in the program 90% of the students enrolled in face-to-face courses and within three calendar years of initial enrollment, 70% of students enrolled entirely in distance courses will have successfully completed their and defended their internship reports, including relevant scientific and business items, to the satisfaction of the internship supervisor and major advisor. 100% of all enrolled students will have achieved these goals prior to being recommended for graduation.

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