

At NMHU, co-curricular activities are defined as out-of-class experiences that complement and extend the formal learning experience of a course or academic program. Co-curricular activities develop a student's social, intellectual, cultural, democratic, civic, and aesthetic domains. They are supervised and/or financed by the institution and facilitate the attainment of NMHU's four essential traits (or student learning outcomes). These experiences are voluntary, ungraded, and non-credited, although they may be compensated through student employment.

Four identified traits/student learning outcomes that the NMHU community of faculty, students and staff identified that our graduates are expected to display:

- Mastery of content knowledge and skills
- Effective communication skills
- Critical and reflective thinking skills
- Effective use of technology

**Program Name:** Student Employment

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**Program Mission:** The mission of Student Employment is to provide on-campus job opportunities for students to gain work experience and develop their workplace skills.

**Intended Audience:** All students who are eligible to work

**Please include data on student utilization of the program over the past year (be sure to include online and Center students if part of your intended audience).**

1. Number of students that visited the Career Services Center to inquire about on-campus student jobs. Career Services started collecting this information in November 2016.

**Describe how you measure student satisfaction with your program and results for this year:**

1. Use Skyfactor to survey student employee on A) learning outcomes on essential skills, B) satisfaction with support, and C) overall evaluation of the work experience.

Student Learning Outcome:	University Trait(s) linked to which it is linked Learning Outcomes	Measures of Assessment	Timeline for Measurement	Threshold to Determine if outcome has been achieved
1. On-campus student employees will learn good workplace skills.	<ul style="list-style-type: none"> <li>• Mastery of Content Knowledge and Skills</li> <li>• Effective Communication Skills</li> <li>• Critical and Reflecting Thinking</li> <li>• Use of Technology</li> </ul>	Use Skyfactor survey to assess student learning outcomes for critical thinking, problem solving, time management, and effective communications	Survey will be conducted one month prior to the end of the spring semester.	Based on a Likert scale of 7 (extremely) to 1 (not at all), a minimum response of 4 (moderately) will be used to measure achieved outcome.
2. On-campus student employees will be satisfied with the supervision support received for job orientation, expectations, and training.	<ul style="list-style-type: none"> <li>• Effective Communication Skills</li> <li>• Critical and Reflecting Thinking</li> </ul>	Use Skyfactor's existing survey to assess student employee satisfaction with supervision support on job orientation, job expectations, and training.	Survey will be conducted one month prior to the end of the spring semester.	Based on a Likert scale of 7 (very satisfied) to 1 (very dissatisfied), a minimum response of 5 (slightly satisfied) will be used to measure achieved outcome.
3. On-campus student employees will be satisfied with their overall evaluation of their work experience.	<ul style="list-style-type: none"> <li>• Effective Communication Skills</li> <li>• Critical and Reflecting Thinking</li> </ul>	Use Skyfactor's existing survey to assess student employee satisfaction of their job experience, meeting their expectations, and value to their education.	Survey will be conducted one month prior to the end of the spring semester.	Based on a Likert scale of 7 (extremely) to 1 (not at all). A minimum response of 4 (moderately) will be used to measure achieved outcome.

Student Learning Outcome:	Assessment Measurement Results	Outcome Achieved? (0= No, 1= yes)	Plan for Improvement
1. On-campus student employees will learn essential workplace skills.	Results will show learning outcomes for critical thinking, problem solving, time management, and effective communications.	1 = Yes: A minimum of 50% of students will indicate a minimum response of 4 to learning critical thinking, problem solving, time management, and effective communications.	Partner with Human Resources to develop supervisor and student employee trainings on essential skills like critical thinking, problem-solving, time management, and effective communications.
2. On-campus student employees will be satisfied with the support received for job orientation, expectations, and training.	Results will show student employee satisfaction for receiving support on job orientation, job expectations, and training.	1 = Yes: A minimum of 50% of student employees will indicate satisfaction with a minimum score of 5 (slightly satisfied) for receiving support with job orientation, job expectations, & training.	Partner with Human Resources to develop supervisor and student employee trainings on job orientation, job expectations and training,
3. On-campus student employees will be satisfied with their overall evaluation of their work experience.	Results will show student employee satisfaction for overall evaluation of their work experience.	1 = Yes: A minimum of 50% of student employees will indicate satisfaction with overall evaluation of their job experience, meeting their expectations, and value to their education.	Create student employment office to improve overall aspects of the on-campus students' job experience. Adequately staff this office with a minimum of a coordinator position and a secretarial/clerical position.