



### Co-Curricular Activities Outcomes Assessment Plan

**Program / office name:** Career Services Center

**Main contact and email:** Tranquilino “Kino” Hurtado, tahurtado@nmhu.edu

**Program / office mission:** The purpose of the Career Services Center is to support the University’s mission, goals, and core values by empowering students to make career planning decisions, to connect students with regional and global employers, and to provide job search skills (resume writing and interview strategies) to successfully obtain internships and gain employment in a rapidly changing and competitive job market.

**Intended audience or participants for program:** Current NMHU students and recent graduates

**Instructions**

Using the template on the next page, please identify your learning outcomes and methods of assessment. A brief explanation of each column is provided below.

- *Student learning outcomes: list each of your learning outcomes (typically 2 to 5) in the first column*
- *University trait(s) linked to outcome: for each outcome, identify the university trait(s) that are addressed by that outcome. The four university traits are listed below.*
  - *Mastery of content knowledge and skills*
  - *Effective communication skills*
  - *Critical and reflective thinking skills*
  - *Effective use of technology*
- *Measures of assessment: identify the means for assessing whether the learning outcome has been achieved, e.g. test scores, survey results, participation rates etc.*
- *Timeline for measurement: specify when the assessment process will take place, e.g. at the end of the fall term, in April of the spring term, etc.*
- *Threshold to determine if outcome achieved: the numeric value that will indicate if the learning outcome has been attained, e.g. “80% of students will express satisfaction on survey items” or “75% of students will successfully complete task” or “At least 100 students will participate in program”*

Co-Curricular Outcomes Assessment Plan Template				AY: 2019-20
Student learning outcome	University trait(s) linked to outcome	Measures of assessment	Timeline for measurement	Threshold to determine if outcome achieved
1. Students who graduated in 2018-2019 with a Master or Bachelor degree, having used Career Services, will be satisfied with resources including; internship and job postings, resume writing assistance, job interviewing tips/preparation.	<ul style="list-style-type: none"> <li>○ Mastery of content knowledge and skills</li> <li>○ Effective communication skills</li> <li>○ Critical and reflective thinking skills</li> <li>○ Effective use of technology</li> </ul>	<p>A mixed method approach consisting of qualitative and quantitative survey questions will be utilized. The First Destination Survey (FDS) will evaluate the satisfaction level of the 2018-2019 AY graduates regarding Career Services resources.</p>	<p>The FDS will be conducted during the fall 2019 semester. The survey is intentionally scheduled 6 months after the May, 2019 graduation. Data will be collected and analyzed during the fall 2019 and spring 2020 semester with a report compiled no later than January 31, 2020.</p>	<p>Embedded in the FDS will be a Likert Scale ranging from 5 (very satisfied) to 1 (very dissatisfied). 75% or greater of survey participants will select a score of 4 (satisfied). This will serve as the threshold for measuring the achieved outcome for the Career Services center resources.</p>

<p>2. Current NMHU students will learn to construct an effective resume.</p>	<ul style="list-style-type: none"> <li>○ Mastery of content knowledge and skills</li> <li>○ Effective communication skills</li> <li>○ Critical and reflective thinking skills</li> <li>○ Effective use of technology</li> </ul>	<p>Handshake (the career services employer relations software) will be used to create a survey that will allow potential employers to view and rate NMHU student resumes in an anonymous manner. Potential employers will be recruited to participate in the survey during the annual career and internship fair.</p>	<p>The Handshake survey will be conducted immediately following the NMHU career fair on November 7, 2019. Data will be collected and analyzed allowing a report to be compiled no later than December, 2019.</p>	<p>Embedded in the Handshake survey will be a Likert Scale ranging from 5 (strongly agree) to 1 (strongly disagree). 75% or greater of survey participants will select a score of 4 (agree). This will serve as the threshold to determine resume construction proficiency.</p>
<p>3. Current NMHU students will learn effective internship/job search strategies.</p>	<ul style="list-style-type: none"> <li>○ Mastery of content knowledge and skills</li> <li>○ Effective communication skills</li> <li>○ Critical and reflective thinking skills</li> <li>○ Effective use of technology</li> </ul>	<p>A mixed method approach consisting of qualitative and quantitative survey questions will be utilized. The First Destination Survey (FDS) will evaluate the effectiveness of the Career Services center in teaching internship/job search strategies.</p>	<p>The FDS will be conducted during the fall 2019 semester. The survey is intentionally scheduled 6 months after the May, 2019 graduation. Data will be collected and analyzed during the fall 2019 and spring 2020 semester with a report compiled no later than January 31, 2020.</p>	<p>Embedded in the FDS will be a Likert Scale ranging from 5 (strongly agree) to 1 (strongly disagree). 75% or greater of survey participants will select a score of 4 (agree). This will serve as the threshold to determine if effective internship/job search strategies were developed.</p>