

**Course Assessment Report
Washtenaw Community College**

| Discipline | Course Number | Title |
|--|--|--|
| Criminal Justice | 199 | CJT 199 09/23/2023-On the Job Training |
| College | Division | Department |
| Advanced Technologies and Public Service Careers | Advanced Technologies and Public Service Careers | Public Service Careers |
| Faculty Preparer | | Kevin Lindsey |
| Date of Last Filed Assessment Report | | 11/08/2019 |

I. Review previous assessment reports submitted for this course and provide the following information.

1. Was this course previously assessed and if so, when?

Yes

The course was previously assessed by me (Kevin Lindsey) for Spring/Summer 2019. This course is rarely offered at WCC as it is an optional internship course. It was offered in Spring/Summer of 2023, most recently.

2. Briefly describe the results of previous assessment report(s).

All students met the standard of success for all outcomes.

3. Briefly describe the Action Plan/Intended Changes from the previous report(s), when and how changes were implemented.

N/A. The previous report found that no changes were needed in the course at that time.

II. Assessment Results per Student Learning Outcome

Outcome 1: Research and describe placement area and employment qualifications required.

- Assessment Plan
 - Assessment Tool: Course paper
 - Assessment Date: Spring/Summer 2022
 - Course section(s)/other population: All
 - Number students to be assessed: All

- How the assessment will be scored: Departmentally-developed rubric
- Standard of success to be used for this assessment: 90% of the students will score 70% or higher.
- Who will score and analyze the data: Departmental faculty

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

| Fall (indicate years below) | Winter (indicate years below) | SP/SU (indicate years below) |
|-----------------------------|-------------------------------|------------------------------|
| | | 2023 |

2. Provide assessment sample size data in the table below.

| # of students enrolled | # of students assessed |
|------------------------|------------------------|
| 1 | 1 |

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

N/A

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

As this is an optional internship course, it is rarely offered at WCC, and when it is offered it typically only has one or two students. This summer (2023), there was only one student enrolled in the course.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

The "Goals Tool" in Blackboard was set up for each assignment. Based on the assignment and appropriate outcome, a Course Performance report was completed.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes
 The student in the course received a 92.5%. The Performance Target was 75% or above. The student did achieve the learning outcome.

In addition to the course paper, two Discussion Board "Forums" were also utilized for this evaluation. DB # 2 and DB # 5. The student received a 100% score on each DB. Therefore, the learning outcome was again achieved.

- Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

The student did exceptionally well on the assignment. The assignment is applicable to the student becoming employed in the criminal justice field, which of course is one of the main goals of this college degree.

- Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

Additional evaluation assignments such as discussion boards will be added to the course. I completed them in the goals tool for this evaluation as a test as well. More evaluation points can help to better target areas of learning and areas in need of improvement.

Outcome 2: Demonstrate effective communication and professional behavior in the criminal justice profession.

- Assessment Plan
 - Assessment Tool: External evaluation form
 - Assessment Date: Spring/Summer 2022
 - Course section(s)/other population: All
 - Number students to be assessed: All
 - How the assessment will be scored: Departmentally-developed rubric
 - Standard of success to be used for this assessment: 90% of the students will score 70% or higher.
 - Who will score and analyze the data: Departmental faculty and outside professional

- Indicate the Semester(s) and year(s) assessment data were collected for this report.

| Fall (indicate years below) | Winter (indicate years below) | SP/SU (indicate years below) |
|-----------------------------|-------------------------------|------------------------------|
| | | 2023 |

- Provide assessment sample size data in the table below.

| # of students enrolled | # of students assessed |
|------------------------|------------------------|
| 1 | 1 |

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

N/A

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

This course is a voluntary internship course. It is rarely offered at WCC, and when it is (as in this case), there are few students enrolled. There was only one student in the Spring/Summer 2023 semester. The course originally had three students sign up, but two were not able to find an internship site in time.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

The "External Evaluation Tool" is a document provided to the agency where the student completes their internship. This document is completed by the agency contact on how the student did at the site and has several "Likert" scale responses needed from the agency.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes
 The student received a 94.2%, far exceeding the standard of success for this outcome.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

The student did exceptionally well and the assignment is applicable to the criminal justice field.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

Additional evaluation assignments such as discussion boards will be added to the course. I completed them in the goals tool for this evaluation as a test as well.

More evaluation points can help to better target areas of learning and areas in need of improvement.

Outcome 3: Apply classroom knowledge to the criminal justice profession.

- Assessment Plan
 - Assessment Tool: Course paper
 - Assessment Date: Spring/Summer 2022
 - Course section(s)/other population: All
 - Number students to be assessed: All
 - How the assessment will be scored: Departmentally-developed rubric
 - Standard of success to be used for this assessment: 90% of the students will score 70% or higher.
 - Who will score and analyze the data: Departmental faculty

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

| Fall (indicate years below) | Winter (indicate years below) | SP/SU (indicate years below) |
|-----------------------------|-------------------------------|------------------------------|
| | | 2023 |

2. Provide assessment sample size data in the table below.

| # of students enrolled | # of students assessed |
|------------------------|------------------------|
| 1 | 1 |

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

N/A

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

This course is rarely offered as it is a voluntary internship course in the CJ program. When it is offered it typically has a very limited number of students. The course originally had three students register, but only one student was able to find an internship site in time.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

The tool was a 10-page research paper that covered many aspects of the course, how to apply for a job at a site, what the student learned at the site etc. It was scored based on the rubric for the assignment.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

The student received 96.2% on the assignment, far exceeding the standard of success.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

The student did well on this assignment. The assignment is applicable to the criminal justice field.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

Additional evaluation assignments such as discussion boards will be added to the course. I completed them in the goals tool for this evaluation as a test as well. More evaluation points can help to better target areas of learning and areas in need of improvement.

III. Course Summary and Intended Changes Based on Assessment Results

1. Based on the previous report's Intended Change(s) identified in Section I above, please discuss how effective the changes were in improving student learning.

There were no changes required.

2. Describe your overall impression of how this course is meeting the needs of students. Did the assessment process bring to light anything about student achievement of learning outcomes that surprised you?

Additional evaluation assignments such as discussion boards will be added to the course. More evaluation points can help to better target areas of learning and areas in need of improvement.

3. Describe when and how this information, including the action plan, was or will be shared with Departmental Faculty.

Typically, I am the only one who teaches this course.

- 4.

Intended Change(s)

| Intended Change | Description of the change | Rationale | Implementation Date |
|----------------------------|---|--|---------------------|
| Other: Standard of success | The Master Syllabus as well as the outcome evaluation requires the student to obtain a score of at least 70% to meet the standard of success. This will be changed in future reviews to be 75%. | This will align the standard of success for this course with other criminal justice courses at WCC. | 2024 |
| Other: sample size | We will do what we can to assess over multiple semesters to increase the sample size. We will also be adding CJT 199 to the Criminal Justice program as an option, effective Fall 2025. | Assessing over multiple semesters as well as adding the course as an option in the program will hopefully increase the assessment sample size. | 2025 |

5. Is there anything that you would like to mention that was not already captured?

6.

III. Attached Files

[Goals Tool Report](#)

Faculty/Preparer: Kevin Lindsey **Date:** 09/24/2023
Department Chair: Kevin Lindsey **Date:** 10/06/2023
Dean: Jimmie Baber **Date:** 10/19/2023

Assessment Committee Chair: Jessica Hale **Date:** 06/09/2024

**Course Assessment Report
Washtenaw Community College**

| Discipline | Course Number | Title |
|--|------------------------|--|
| Criminal Justice | 199 | CJT 199 09/24/2019-On the Job Training |
| Division | Department | Faculty Preparer |
| Advanced Technologies and Public Service Careers | Public Service Careers | Kevin Lindsey |
| Date of Last Filed Assessment Report | | |

I. Review previous assessment reports submitted for this course and provide the following information.

1. Was this course previously assessed and if so, when?

No

2. Briefly describe the results of previous assessment report(s).

3.

4. Briefly describe the Action Plan/Intended Changes from the previous report(s), when and how changes were implemented.

5.

II. Assessment Results per Student Learning Outcome

Outcome 1: Describe placement area and employment qualifications required.

- Assessment Plan
 - Assessment Tool: course paper
 - Assessment Date: Winter 2017
 - Course section(s)/other population: all
 - Number students to be assessed: all
 - How the assessment will be scored: Departmentally-developed rubric
 - Standard of success to be used for this assessment: 90% of the students will score 70% or higher

- Who will score and analyze the data: Departmental faculty

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

| Fall (indicate years below) | Winter (indicate years below) | SP/SU (indicate years below) |
|-----------------------------|-------------------------------|------------------------------|
| | | 2019 |

2. Provide assessment sample size data in the table below.

| # of students enrolled | # of students assessed |
|------------------------|------------------------|
| 5 | 5 |

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

N/A

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students were included in this assessment as this was the only section offered for this section during the Summer 2019 Semester.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

Each student was required to submit weekly journal logs and a final (course paper) report as a part of this assessment. The logs and final report were scored by the professor in the course. The tool is scored by the professor based on completeness, timeliness, thoroughness, and its congruency with the report provided by the host agency.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes
 Five students were assessed on the above. Four of the five (80%) students received 30 out of 30 possible points. The final student received 21 of 30 possible points. Based on the scoring 100% of the students did in fact receive a score of 70% or better on the assessment tool.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Each agency has varying employment qualifications required. An attorney in a courtroom setting requires a Juris Doctorate and passing of the Bar examination. A police agency requires an associate's degree and the successful completion of the police academy.

By placing the students at an agency where they endeavor to find future employment, this provides them with the opportunity to explore their possible career choice as well as foster good relationships with a future employer.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

Continuous review of the host agencies, addition of host agencies based on the needs and desires of the students, and possible pairing of agencies as needed is required for a successful internship program.

Outcome 2: Effectively communicate and perform in the criminal justice profession.

- Assessment Plan
 - Assessment Tool: external evaluation form
 - Assessment Date: Winter 2017
 - Course section(s)/other population: all
 - Number students to be assessed: all
 - How the assessment will be scored: Departmentally-developed rubric
 - Standard of success to be used for this assessment: 90% of the students will score 70% or higher.
 - Who will score and analyze the data: Departmental faculty and outside professional

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

| Fall (indicate years below) | Winter (indicate years below) | SP/SU (indicate years below) |
|-----------------------------|-------------------------------|------------------------------|
| | | 2019 |

2. Provide assessment sample size data in the table below.

| # of students enrolled | # of students assessed |
|------------------------|------------------------|
| 5 | 5 |

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

N/A. All students were assessed via this assessment tool.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All student populations were assessed as this was the only section offered in the Summer of 2019.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

The external evaluation form is a rating form, given to the outside agencies that host our students for their internships. The outside agency liaison completes the evaluation form on the student at the end of their internship. Based on their evaluation, the WCC faculty member reviews the working log to ensure the student obtained the appropriate hours at the site and contact with the hosting agency, and then the student is assigned a grade.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes
 All five students were assessed using this tool. Four of the five (80%) students obtained a score of 60 out of 60. One student received a score of 51 out of 60. Based on the assessment, 100% of the students did in fact score 70% or higher on the tool.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

One of the strengths of the internship is the exposure of the students to real work environments, not the achievement of perfect performance while there or a perfect essay. Many of the students admit they are totally out of their comfort zone and often feel awkward. This is not a problem. It is better for the student to go through this awkward phase as an intern than after being hired into their first job. The internship allows the student to experiment, fail, start over, and begin the long

adjustment to adult professionalism. Finally, this also offers the agency an opportunity to evaluate the student for possible employment options in the future.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

The students are routinely reminded of prior student interns' positive experiences, challenges, and the mistakes they made. This seems to be a great tool. The students seem to be very interested in how other students have failed or succeeded.

Further, improvement comes from the opportunities of being able to provide the student with various agencies to choose from and continuous contact with those agencies to ensure WCC is meeting their needs and expectations.

Outcome 3: Apply classroom knowledge to the real world of the Criminal Justice system.

- Assessment Plan
 - Assessment Tool: course paper
 - Assessment Date: Winter 2017
 - Course section(s)/other population: all
 - Number students to be assessed: all
 - How the assessment will be scored: Departmentally-developed rubric
 - Standard of success to be used for this assessment: 90% of the students will score 70% or higher
 - Who will score and analyze the data: Departmental faculty

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

| Fall (indicate years below) | Winter (indicate years below) | SP/SU (indicate years below) |
|-----------------------------|-------------------------------|------------------------------|
| | | 2019 |

2. Provide assessment sample size data in the table below.

| # of students enrolled | # of students assessed |
|------------------------|------------------------|
| 5 | 5 |

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

N/A - All students were assessed.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students from all populations were assessed using this tool as this was the only section offered in the Summer of 2019.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

The students complete a log of their activities at the host agency worksite. In addition, they complete a final report (course paper). These items are scored by the professor for completeness, timeliness, thoroughness, and congruency with the host agency evaluation report.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

All students were assessed. Four of the five (80%) students received a score of 30 out of 30 possible points. One student received a score of 21 out of 30. The learning outcome requires 90% of students receive a score of 70% or higher. Based on the final results, all students did in fact receive a score of 70% or higher on the assessment tool.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

The internship provides the student various opportunities to put academic knowledge into action in the field. For example, the student is able to complete reports that are utilized in the criminal justice field. The student is able to see their academic learning of community policing in use in a police agency they are assigned to. In an internship, in a courtroom setting, the student is able to use his/her academic knowledge in criminal law, to see the criminal law process in a real courtroom setting. There are numerous other examples of the application of classroom knowledge being used in the field of criminal justice depending on where the student is placed.

- Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

Continuous monitoring of current sites, relationship building, and seeking out of additional sites is necessary to ensure the student is able to see and perform in the criminal justice field.

III. Course Summary and Intended Changes Based on Assessment Results

- Based on the previous report's Intended Change(s) identified in Section I above, please discuss how effective the changes were in improving student learning.

N/A - This is the first time this course has been formally assessed.

- Describe your overall impression of how this course is meeting the needs of students. Did the assessment process bring to light anything about student achievement of learning outcomes that surprised you?

There were no surprises noted during this review.

- Describe when and how this information, including the action plan, was or will be shared with Departmental Faculty.

The three staff that are mainly involved in the course (two full-time staff and the instructor who teaches the course), have been actively involved in the process to complete this evaluation.

- Intended Change(s)

| Intended Change | Description of the change | Rationale | Implementation Date |
|---|---|--|---------------------|
| Other: Continuous review of the host agencies | Ongoing continuous review of the host agencies to include: adding agencies, separation from agencies, and review of the internship experience provided to the students are necessary. | An internship course is an opportunity for a student to get real world experience from their academic learning. It is also an opportunity for them to see if they truly desire to be in the field of criminal justice and if so, | 2020 |

| | | | |
|--|--|---|--|
| | | specifically what area of criminal justice. By maintaining quality internship sites, reviewing the opportunities for students to learn at the site, and ensuring we are offering sites applicable to the student's chosen career field, this will ensure WCC continues to stand out as a leader in education. | |
|--|--|---|--|

5. Is there anything that you would like to mention that was not already captured?

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|----|
| 6. |
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III. Attached Files

[Grades for students](#)

[Syllabi](#)

[Intern Evaluation](#)

Faculty/Preparer: Kevin Lindsey **Date:** 10/08/2019
Department Chair: Ruth Walsh **Date:** 10/14/2019
Dean: Brandon Tucker **Date:** 10/15/2019
Assessment Committee Chair: Shawn Deron **Date:** 11/08/2019