

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

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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