

**WRIGHT COLLEGE
PROGRAM/DISCIPLINE ASSESSMENT FORM**

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| Program/Discipline: Paralegal Program within the Business Department | | Instructional Manager: Kevin Li |
| Semester/Year: Fall / 2012 | Assessment Coordinator: James Redlich Email: jredlich@ccc.edu | Department Chair: Paul Croitoru (Cara Verigan, Paralegal Program Director) |
| Plan Title: EMPLOYER SURVEY | | |
| Part A: Initial Plan: due to your assessment coordinator for review before the Aug 26 Assessment Committee meeting | | |
| Part B: Midsemester Update: due to your assessment coordinator for review before the Oct 21 Assessment Committee meeting | | |
| Part C: Further Updates: due date will be determined | | |
| The current submission is which of the following: | | |
| <input checked="" type="checkbox"/> Initial Plan date: September 2012 (ongoing) | | |
| <input type="checkbox"/> Mid-year update date: _____ <input type="checkbox"/> Final Report date: _____ | | |

College Mission: Wright College is a learning-centered, multi-campus institution of higher education offering students of diverse backgrounds, talents, and abilities a quality education leading to baccalaureate transfer, career advancement, and/or personal development.

Program/Discipline Mission: The mission of the Wilbur Wright Paralegal Program is to offer students of diverse backgrounds, talents and abilities quality legal instruction leading to career advancement. We fulfill our mission through several activities which are designed to allow the students to develop effective listening, legal research, critical legal thinking and legal writing skills. Our strategy encourages students to solve academic or job related challenges in a manner that demonstrates proficiency in fundamental procedural and substantive law and in legal research and drafting techniques.

| A. Initial Assessment Plan | |
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| Area of Focus: | Ensure paralegal students are competent in the skill necessary of employment in the legal field. |
| Your department efforts are to improve learning in what topic/area? | |

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Evidence:

What past results have led your department to conclude that this is an area needing attention?

The Paralegal Program is still very new and little information is available for analysis. This assessment is intended to provide baseline data for continuing assessment efforts.

Course(s) of Interest:

What courses will be involved in your plan?

This assessment addresses the overall effectiveness of the courses required for completion of the program

Intended Program Student Learning Outcomes (SLOs)

List each relevant SLO that this project pertains to.

Involved Faculty:

List the instructor(s) participating in the assessment process for each outcome listed above.

James Redlich is primarily responsible for organizing the assessment efforts in the Paralegal Department under the direction of Cara Verigan, Program Director. Other faculty assist with tasks such as suggesting survey questions and conducting surveys within their classes.

Assessment/Intervention Process

Address the following questions:

What approach will be used?

What: The Employer Survey will attempt to solicit information from those attorneys and other employers who have worked with Wright College paralegal program students either through the internship program or as paid employees.

Why was this process selected?

Why: Although it is hoped the program is producing well-prepared paralegals, this survey will provide performance evaluation from the population the program is intended to serve.

How will student learning be measured?

How: The survey will be designed to provided information relevant the degree to which our students obtained knowledge and skills necessary for the real-world work environment.

When will data collection be completed?

When: This survey is intended to be circulated and analyzed each year.

Who will analyze the results?

Who: James Redlich is coordinating the compilation and organizing of the data, which will then be presented and discussed with Program Director Cara Verigan. Additional Paralegal Program faculty may become involved as appropriate.

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B. Midyear Update – due Oct 21

Completely describe all actions that have occurred since this past August with respect to your department's Assessment Plan.

Attach any relative documents (rubrics, surveys, other assessment tools).

Are there any obstacles to the implementation of the plan that the Assessment Committee should know about or can assist with?

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Part C – due TBD

**Summary of Results and
Analysis of Data
Collected**

What were the results of
the assessment process?

What was learned from
the results?

**Action Plan Based on
Results and Analysis**

Based on what was
learned, what additional
steps will be taken to
improve student learning?