

**1. Program-Department Name:**

Career Services-Counseling

**2. Program-Department Mission Statement:**

The Career Services staff and faculty educate and empower students to access career development tools, assessments and resources to help them discover their own uniqueness and find careers and majors to match their talents and interests. (Created 2006, revised 2012)

**3. Student Learning Outcomes:**

As a result of participating in the Career Services Orientation, students will be able to identify:

- credible online career resources and information contained therein
- the campus center that offers career information

**4. Method:**

- a) Criteria used to determine outcome: To what degree were students able to complete a eight question multiple choice pre-post survey.
- b) The limitations were in regards to the assessment instrument's internal validity and content validity which was corrected by conducting a peer review of the seven question survey.

**5. Implementation of Assessment Process: Who, How and When**

The Career Guidance Coordinator is responsible for conducting the evaluations. She collaborates with the Counseling Department Dean to conduct a peer review of the eight questions survey.

- a) Time line
  - i. September 2012, the instrument is reviewed, approved and printed.
  - ii. October 2012, program is conducted for fall 2012 and data collected.
  - iii. February 2013, program is conducted for spring 2013 and data collected.
  - iv. April 2013, data organized, analyzed
  - v. May 2013 report completed and disseminated to stakeholder
- b) The information source for this evaluation is the Counseling 101,116 students.
- c) The department involved is the Counseling departments
- d) The stakeholders:
  - i. Career Guidance Coordinator is interested in learning to what degree the program development is effective.
  - ii. The Dean of Counseling seeks to ensure the program is beneficial to students

**6. Results:**

The following percentages are based on n= 462students.

- 92%** Able to identify where on campus students can research careers.  
73% positive change from the pre to post as a result of attending orientation.
- 81%** Able to identify the title of the link on the SCC Career webpage with creditable career related websites.  
47% positive change from the pre to post as a result of attending orientation.
- 89%** Able to identify whether Career websites are available only to currently attending students.  
4% positive change from the pre to post as a result of attending orientation.
- 74%** Able to identify career related websites.  
6% positive change from the pre to post as a result of attending orientation.
- 98%** Able to identify standard type of information found I career resources.  
3% positive change from the pre to post as a result of attending orientation.
- 70%** Able to identify information listed the **Job Duties** category of a career resource.  
6% positive change from the pre to post as a result of attending orientation.

- 83%** Able to identify which resource lists personal characteristics.  
61% positive change from the pre to post as a result of attending orientation.
- 95%** Able to identify which counseling course they are enrolled.  
5% positive change from the pre to post as a result of attending orientation.

The process to validate this information includes reviewing the survey to ensure the information we wanted to gather was accurate and then the data was double checked for accuracy. New SLO were created for the next three years. In a semester by semester comparison analysis for the first reporting timeframe the results marked significant improvement from pre to post test. Questions with over 80% accuracy rate signaled proficiency of knowledge in the area. There were two questions Number 4 and 6 with lower than proficiency rate. It is recommended that in future orientations greater emphases be placed when discuss these two areas.

**7. Decisions and Recommendations:**

- a) 89% mean score for the outcome of student learning indicates that the career services orientations provided were successful.
- b) The group who participated in this discussion included the Career Guidance Coordinator and Dean of Counseling.
- c) Student Learning Outcomes will be assessed in 2013-2014.
- d) The Career Guidance Coordinator and the Dean of Counseling are responsible for implementing recommendations.

## PRE-TEST

SANTIAGO CANYON COLLEGE  
Assessment of Student Area Outcomes  
Career Services Orientation

Name \_\_\_\_\_

Instructions: Circle or select the correct answer for each question.

1. Where on campus can a student research careers?
  - A. Career Center
  - B. Career Services
  - C. Job Placement
  - D. None of the above
  
2. On SCC's career webpage what is the title of the link with credible career related websites?
  - A. Creditable career links
  - B. Career related websites
  - C. Creditable career related links
  - D. Creditable career related websites
  
3. Are Career websites available only to currently attending students?
  - A. Yes\_\_\_\_\_
  - B. No\_\_\_\_\_
  
4. Which are career related resources?
  - A. ONET, Eureka, OOH
  - B. Bridges, COG, Occupational Guidance
  - C. Both A&B
  - D. None of the above
  
5. What are the standard types of information found in career resources?
  - A. Duties
  - B. Wages and salary
  - C. Educational Requirements
  - D. All of the above
  
6. Information listed in the Job Duties category of a career resource include:
  - A. Things done on the job
  - B. Wages and salary
  - C. Educational Requirements
  - D. All of the above
  
7. Which resource lists personal characteristics?
  - A. California Occupational Guide
  - B. Choices explorer
  - C. Holland Codes
  - D. Eureka
  
8. I am enrolled in A. CNSL 101 B. CNSL 116 C. CNSL 118

## POST-TEST

SANTIAGO CANYON COLLEGE  
Assessment of Student Area Outcomes  
Career Services Orientation

Name \_\_\_\_\_

Instructions: Circle or select the correct answer for each question.

1. Where on campus can a student research careers?
  - E. Career Center
  - F. Career Services
  - G. Job Placement
  - H. None of the above
  
2. On SCC's career webpage what is the title of the link with creditable career related websites?
  - E. Creditable career links
  - F. Career related websites
  - G. Creditable career related links
  - H. Creditable career related websites
  
3. Are Career websites available only to currently attending students?
  - A. Yes \_\_\_\_\_
  - B. No \_\_\_\_\_
  
4. Which are career related resources?
  - E. ONET, Eureka, OOH
  - F. Bridges, COG, Occupational Guidance
  - G. Both A&B
  - H. None of the above
  
5. What are the standard types of information found in career resources?
  - E. Duties
  - F. Wages and salary
  - G. Educational Requirements
  - H. All of the above
  
6. Information listed in the Job Duties category of a career resource include:
  - E. Things done on the job
  - F. Wages and salary
  - G. Educational Requirements
  - H. All of the above
  
7. Which resource lists personal characteristics?
  - A. California Occupational Guide
  - B. Choices explorer
  - C. Holland Codes
  - D. Eureka
  
8. I am enrolled in    A. CNSL 101    B. CNSL 116    C. CNSL 118

- Were you satisfy with the information presented in today presentation?    .Yes    .No