

PROGRAM ASSESSMENT PLANNING FORM

Program to be assessed:

Title: Apprenticeship Completion
 Division: ATP Department: Program Code: CTAC

Type of Award: A.A. A.S. A.A.S.
 Cert. Adv. Cert. Post-Assoc. Cert. Cert. of Completion

Assessment plan:

Learning outcomes to be assessed	Assessment tool	When assessment will take place	Describe population to be assessed	Number of students to be assessed
1. Recognize and perform the competencies outlined in the individual Work Process Schedule created by the Department of Labor and/or the employer. Note: Example of a Work Process Schedule attached.	Apprenticeship Work Process Schedule Evaluation Form. (This form uses the Work Process Schedule to measure time spent on each task or process, key performance indicators, and provides the specifics of how each performance indicator is measured.)	We will collect data in Fall of 2019 and assessment will take place Winter 2020. The DOL Apprenticeship Certificate is awarded at the end of the apprenticeship.	All students in program	All students
2. Recognize and apply behaviors and competencies outlined in the Standards of Apprenticeship by the Department of Labor.	Practical evaluations taken by instructor at the end of the course to measure proficiency in performance of the Related Training Behavior and Technical Competencies.	Evaluations will take place at the end of each course.	All students in program.	All students

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Scoring and analysis of assessment:

The first learning outcome will be assessed using an Apprenticeship Work Process Evaluation form which measures time spent on each task or process, the form also provides key performance indicators, and specifics of how each performance indicator is measured.

(Each employer will complete the Work Process Evaluation checklist of competencies throughout the apprenticeship. When all of the competencies have been completed, a certificate of apprenticeship program completion will be awarded by the Department of Labor)

The second outcome will be assessed using the course assessment plan, the student learning outcomes and the Standards of Apprenticeship designed for that program.

(The Apprenticeship office will collect the evaluation forms from course instructors and align the student learning outcomes for each course to the competencies outlined in the Standards of Apprenticeship by the Department of Labor.)

1. Indicate the standard of success to be used for this assessment.

80% of the students will score 80% or higher on the Standards of Apprenticeship Evaluation Form.

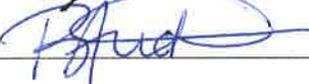
Indicate who will score and analyze the data.

Journeyman/Mentors and faculty will score and analyze the data.

Submitted by:

Name:  ANTHONY ESPOSITO Date: 12 MAR 19
 Print/Signature

Dept. Chair:  Marilyn Donhan Date: 3/13/19
 Print/Signature

Dean:  P. Fred Date: 4/23/19
 Print/Signature

Please return completed form to the Office of Curriculum & Assessment, SC 257.

Reviewed by C.A 6/4/19