

Santiago Canyon College
Student Services
Student Learning Outcomes Annual Report
2009/2010

1. Program-Department Name

Student Placement Office

2. Program-Department Mission Statement

The Student Placement Office's mission is to provide students with on-campus employment opportunities that promote their continued educational growth while improving their communication, organizational and leadership skills.

3. Student Learning Outcome(s)

As a result of working as a student assistant on campus students will learn to integrate work with education in order to improve self-sufficiency skills and enhance the student's ability for long term employment including: Ability to multi-task; enhance communication skills in a professional environment; responsibility/follow-through; time management; understanding office protocol; professional development; attendance/punctuality; transferable skills; and team work.

4. Methods

The Job Placement Coordinator attached anonymous Student Placement Office/Student Surveys distributed to student assistants working on campus. The Survey was attached to the 6B and 12B Student Monthly Time Sheets (fall/spring terms respectively). The students completed a brief questionnaire indicating whether the student received the opportunities to improve the confidence and skills needed for self sufficiency for long term employment, multi-task by balancing education with work, while advancing their time management, professional communication, and attendance.

Student participation was encouraged with the following instruments:

- a. A memo was created to encourage student participation
- b. Supervisors were asked to distribute the surveys to the student assistants working in their departments. The supervisors were also asked to collect and return the surveys to the Student Placement Office if the student assistant chose not to personally return the survey to the Student Placement Office.

5. Implementation of Assessment Process: Who? How? When?

- a. Through meetings between the Job Placement Coordinator and the Administrator in charge survey was developed.
- b. The individuals involved in the assessment process included the Job Placement Coordinator, on-campus department supervisors and student assistants working on campus during the 6B and 12B payrolls.

- c. This Student Learning Outcome was conducted during the payroll period of 6B (November11-December10, 2009) and 12B(May11-June10, 2010)
- d. The surveys were collected by Job Placement and tabulated by Resource Development in August 2010.
- e. The student assistants' identities were anonymous to the survey.

6. **Results**

To verify and validate the results: The survey gathered information of on-campus employment opportunities. A total of 53 responded to the surveys each time when it was conducted during the 6B and 12B payroll. 53 out of the 76 program participants responded to this survey and below are their feedback. The breakdown of the response is listed by term for each survey question.

Following please find the assessment of responses; to offer a side by side comparison of responses for each survey question we are listing the fall response first followed by the spring response for the same question:

Question 1

Fall 2009

- Most respondents (96%) agree that working on campus has helped them build self-esteem and skills needed to improve self sufficiency for long-term employment.

Spring 2010

- Almost all respondents (99%) agreed that working on campus has helped them build self-esteem and skills needed to improve self sufficiency for long-term employment.

Question 2

Fall 2009

- As a result of working on campus, almost all respondents (98%) agree that they have developed the ability to communicate with others in a professional manner and to learn to work with others as a team.

Spring 2010

- As a result of working on campus, almost all respondents (98%) agreed that they have developed the ability to communicate with others in a professional manner and to work with others as a team.

Question 3

Fall 2009

- Most respondents (96%) agree that on-campus jobs helped teach them to multitask by balancing school with work.

Spring 2010

- Most respondents (96%) agreed that on-campus jobs helped teach them to multitask by balancing school with work.

Question 4

Fall 2009

- Almost all respondents (98%) reported that through on-campus jobs they have developed or enhanced their employment skills (time management, professional communication and attendance).

Spring 2010

- All respondents agreed that through on-campus jobs they have developed or enhanced their employment skills (time management, professional communication and attendance).

Additional respondents' comments:

Fall 2009

- Job Placement has truly been a blessing for me!
- Working at the SCC CDC has helped me improve how I interact with staff/students/children/parents.

Spring 2010

- The Student Placement Program was a great way to get on-the-job training while still keeping main focus on my school work. Thank you.

7. Decisions and Recommendations

Overall, respondents were extremely satisfied with the experience and skills acquired while they were part of the program.

The Student Placement Office is dedicated to aiding students at Santiago Canyon College advance their leadership skills by placing them in on-campus student work programs. The SLO is evidence that the student's work experience was positive. By integrating work with education, the student was better able to develop or enhance self-sufficiency skills and ability for long term employment.

In discussion between the Associate Dean and the Placement Coordinator it was agreed that the SLO Surveys will continue to be distributed at the end of each term, however the results will report a single overall evaluation for the year with both terms combined together.

Associate Dean will continue to work with Placement staff and Resource Development office to ensure ongoing monitoring of our current SLO process and enhance it as needed.