

2022-23 General Education Learning Outcome Report – College Seminar

Definition: Students will be able to communicate in written and spoken forms.

Instructor name	Jamie Riley
Date	7/10/2023
Course (e.g., CS 101)	BU 122 Introduction to Business Writing
Number of students assessed using the assignment below (not the # in the class)	7/10 (Note: 3/10 students did not complete this assignment)
Semester and year assessed (e.g., fall 2023)	Spring 2023
Identify the specific graded summative assessment(s)	Resume Assignment

Fill in the columns for the indicators that can be assessed using the specific graded summative assessment identified above (enter “NA” on the other rows)

General education indicators (break the skill down into 1-4 measurable indicators): <i>Students were able to...</i>	Results of assessment: For each indicator, indicate the % or # of students who performed below, at, or above expected levels (only include students whose work you assessed)			Next steps / reflections: For each indicator, write reflections on anything that stood out for you (e.g., changes in teaching, learning, or assessment strategies; areas for student growth; areas where students excelled; proposed curriculum changes).
	% or # below expected level (D/F grade)	% or # at expected level (C grade)	% or # above expected level (A/B grade)	
1. Create a professional document	1/7	1/7	5/7	Students who submitted the assignment for the most part were able to create a document that can be used as they move forward in their professional development. Students who struggled with overall formatting of the document needed specific feedback and examples to get to an above expected level.
2. Organize information effectively	1/7	1/7	5/5	Students who submitted the assignment for the most part were able to effectively organize information using the formatting developed in the course and textbook. Students who struggled with organizing information needed specific feedback and examples to get to an above expected level by final submission. Next Steps: Continue providing feedback and examples, create exercises to do in class to give practice before asking students to create their documents. I recommend this course be hybrid in person/ synchronous online format with no asynchronous portion as I observed students that attempted asynchronous struggled more than those who were able to log into class or be in-person.
Teaching/learning success: Explain any teaching or learning strategies you found to be effective for students to learn these general education indicators.				Explanation of expectations and examples of proper formatting as well as direct individualized feedback helped students to create acceptable documents and boosted student success who submitted an assignment.