**Northeastern University**

**Department of Civil and Environmental Engineering**

Instructor’s Assessment

CIVE 2000 Introduction to Engineering Cooperative Education

**Semester / Year: Spring** Fall/ 2013 **Instructor: Tillman, Robert Date:** 05/21/13

Expectations regarding this course assessment:

1. Before the start of the course, review the most recent instructor assessment for recommendations on how to improve the course.
2. Grade summaries will be based on graded assignments (not necessarily all assignments).
3. *Questions to be asked on the in-class evaluation:*  None.
4. This assessment form is based on the set of topics and learning outcomes listed in the course syllabus. Do not change this part of the syllabus without action from the discipline group. If there is a change, notify the Undergraduate Studies Committee so that this form can be modified.
5. Complete the form and save it as a Word document with filename like this: IAssess\_2000 \_2013\_Fall

**1. What course improvements did you make? How successful were they? Relate them to recommendations made in previous course assessments.** *Expand the table as necessary.*

|  |  |
| --- | --- |
| 1. | Presented an upper class student panel that was well received by the class. |
| 2. |  |
| 3. |  |

**2. Your response to student comments and/or TRACE evaluation:** *Respond to serious criticisms and suggestions. Expand table as necessary.*

|  |  |  |
| --- | --- | --- |
|  | **Student Comment** | **Your Comment(s)** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**3. Student questionnaire summary**

*Omit – does not apply.*

**4. Grade Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignment** | **Average score** (0 to 100) | **% students with adequate achievement** | **Comment on any item with poor achievement** |
| Resume | 20 | 100 |  |
| References | 4.9 | 98 |  |
| Cover letter | 15 | 100 |  |
| Skills Memo | 14.9 | 98 |  |
| Coordinator interview | 8.7 | 100 |  |
| Ethics exercise | 14.4 | 96 |  |
| In-class exercises | 19.7 | 100 |  |

**5. Here are the topics listed on your syllabus.** Based on your grade summaries, report the fraction of students that showed ability to apply knowledge. In the column “Basis for assessment” report the particular item(s) in the grade summary that support this assessment; or if the topic is not covered in the grade summary, state the basis of your assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic**  | **Percentage of students showing ability to apply knowledge** | **Basis for assessment** | **Comments** |
| 1. Introduction to co-op program
 | 100 | Individual meetings |  |
| 1. Co-op employer expectations
 | 100 | In-class exercise and individual meetings |  |
| 1. Co-op curriculum and co-op learning model
 | 100 | Discussion in class & individual meetings |  |
| 1. Self-assessment and skills identification
 | 98 | Skills memo |  |
| 1. Resume writing and references
 | 100 | Completed resumes and references |  |
| 1. Interviewing
 | 100 | Class discussion and individual meetings after interviews |  |
| 1. myNEU COOL system and referral process
 | 100 | Successful completion of student profile and uploaded resume |  |
| 1. Professional ethics and interviewing ethics
 | 96 | In-class ethics case study |  |
| 1. Professional portfolios
 | 100 | Discussion in class |  |

**6. Assessment of Program-Level Outcomes not Covered in Topic Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcome** | **Percentage achieving** | **Basis for this rating**  | **Comments?** |
| an ability to use career management skills | 100 | Individual meetings with students during referral and interview process |  |

**7. Recommendations for improving this course.** Expand the table as needed.

|  |  |
| --- | --- |
| 1. | Continue to revise course handouts and guides. |
| 2. |  |
| 3. |  |