



# *Marshall Community & Technical College*

## *Institutional Effectiveness & Outcomes Assessment*

### ***IE/OA 1. PROGRAM MISSION STATEMENT***

Program-Degree or Certificate      Legal Assistant Technology

**Program or Department Name**

Division of Business Technology

**Team Members**

J. T. Meisel, William Redd, Donna Donathan

**Date**

December 3, 2003, February 2, 2004; May 11, 2004

**Current Institutional Mission Statement**

Marshall Community and Technical College is a comprehensive student-centered college focused on teaching and learning and responsive to changing and diverse needs.

**Program Mission Statement**

The Legal Assistant Technology program maintains student learning as its primary goal and is committed to excellence in a learning environment that emphasizes legal assistant skills, proficient use of technology for the legal environment, and legal ethics.

# *Marshall Community & Technical College*

## *Institutional Effectiveness & Outcomes Assessment*

### *IE/OA 2. STATEMENTS OF INTENDED OUTCOMES*

#### **Program-Degree or Certificate**

**Business Technology – Legal Assistant**

#### **Team Members**

Donna Donathan, Tim Meisel

#### **Date**

May 11, 2004

#### **Program Mission Statement**

The Legal Assistant Technology program maintains student learning as its primary goal and is committed to excellence in a learning environment that emphasizes legal assistant skills, proficient use of technology for the legal environment, and legal ethics.

#### **STATEMENT OF INTENDED OUTCOME 1**

Graduates of the Business Technology–Legal Assistant program will implement appropriate legal assistant skills.

#### **STATEMENT OF INTENDED OUTCOME 2**

Graduates of the Business Technology–Legal Assistant program will utilize appropriate technology for the legal environment.

#### **STATEMENT OF INTENDED OUTCOME 3**

Graduates of the Business Technology–Legal Assistant program will identify appropriate ethical behavior in a legal setting.

#### **STATEMENT OF INTENDED OUTCOME 4**

##### General Education Outcomes

- Communicate critically and effectively using both written and oral skills.
- Use mathematics and basic scientific concepts for problem solving activities.
- Become competent users of technology.
- Think critically and be open to examining new ideas.
- Develop an awareness of and a commitment to ethical behavior and civic responsibility.

- Appreciate the diversity of the human experience.
- Develop decision-making skills and values for lifelong learning.



**Marshall Community & Technical College**  
**Institutional Effectiveness & Outcomes Assessment**  
**IE/OA 3. CURRICULUM AUDIT**

<b>Curriculum Audit Grid*</b>																					
<b>Program Degree or Title</b>		<b>Business Technology – Legal Assistant</b>										<b>Courses</b>									
<b>Intended Outcomes</b>		AAT 136	LAS 101	LAS 102	LAS 103	LAS 209	LAS 211	LAS 212	LAS 213	LAS 235	LAS 290	COM 111	COM 112	COM 231	EC 102	ENG 102	FN 248	MAT 150	SCI 201		
1.	Graduates of the Business Technology–Legal Assistant program will implement appropriate legal assistant skills.	E	I	I	E	R	I	R	E	R	R										
2.	Graduates of the Business Technology–Legal Assistant program will utilize appropriate technology for the legal environment.	E			E	E	E	R	E	R	R										
3.	Graduates of the Business Technology–Legal Assistant program will identify appropriate ethical behavior in a legal setting.		I	I	E	R	R	R	R	R	R										
4.	General Education Outcomes:																				
	Communicate critically and effectively using both written and oral skills.	E	E	E	E	E	E	R	R	R	R										
	Use mathematics and basic scientific concepts for problem solving activities.	E			E	E			E	E	R										
	Become competent users of technology.	E	E	E	I	E	I	E	E	R	R										
	Think critically and be open to examining new ideas.	E	E	E	E	E	E	R	E	R	R										
	Develop an awareness of and a commitment to ethical behavior and civic responsibility.	E	E	E	E	E	E	E	E	R	R										
	Appreciate the diversity of the human experience.	E	E	E	E	E	E	E	E	R	R										
	Develop decision-making skills and values for lifelong learning.	E	E	E	E	E	E	E	E	R	R										

I = Introduced      E = Emphasized      R = Reinforced

**Introduces**-Student is not familiar with content/skill, behavioral, or affective disposition. Instruction concentrates on introducing students to the content area/skill and bring them to some predetermined level of competence.

**Emphasizes**-Student should have brought basic content/skill to the component area. Instruction concentrates on enhancing content/strengthening skill and adding new content material/building more complex skills based on entrance competency.

**Reinforces** – Student bring reasonable knowledge/content/skill/competency to the situation as a result of content/skill being taught and/or emphasized at some previous point in their educational career. Instructional activity continues to build upon previous competency and reinforces content/skill competency.

# *Marshall Community & Technical College*

## *Institutional Effectiveness & Outcomes Assessment*

### *IE/OA 4. ASSESSMENT MEASURES*

**Program – Degree or Certificate**

**Business Technology – Legal Assistant**

**Team Members**

Donna Donathan, Tim Meisel

**Date**

May 11, 2004

\* For each Outcome assessment measure, designate the assessment result/level that indicates

- Student learning has exceeded standards
- Student learning has met standards

**Statement of Intended Outcome 1**

Graduates of the Business Technology–Legal Assistant program will implement appropriate legal assistant skills.

**Assessment Measure #1**

Student learning has exceeded standards when more than 50 percent of the responding internship supervisors of the Business Technology–Legal Assistant program report that interns implement appropriate legal assistant skills.

**Assessment Measure #2**

Student learning has met standards when 50 percent of the responding internship supervisors of the Business Technology–Legal Assistant program report that interns implement appropriate legal assistant skills.

**Assessment Measure #3**

Student learning has failed to meet standards when less than 50 percent of the responding internship supervisors of the Business Technology–Legal Assistant program report that interns implement appropriate legal assistant skills.

**Statement of Intended Outcome 2**

Graduates of the Business Technology–Legal Assistant program will utilize appropriate technology for the legal environment.

**Assessment Measure #1**

Student learning has exceeded standards when more than 50 percent of the internship supervisors of the Business Technology–Legal Assistant program report that interns utilize appropriate technology for the legal environment.

**Assessment Measure #2**

Student learning has met standards when 50 percent of the responding internship supervisors of the Business Technology–Legal Assistant program report that interns utilize appropriate technology for the legal environment.

**Assessment Measure #3**

Student learning has failed to meet standards when less than 50 percent of the responding internship supervisors of the Business Technology–Legal Assistant program report that interns utilize appropriate technology for the legal environment.

**Statement of Intended Outcome 3**

Graduates of the Business Technology–Legal Assistant program will identify appropriate ethical behavior in a legal setting.

**Assessment Measure #1**

Student learning has exceeded standards when more than 50 percent of the responding internship supervisors of the Business Technology–Legal Assistant program report that interns identify appropriate ethical behavior in a legal setting.

**Assessment Measure #2**

Student learning has met standards when 50 percent of the responding internship supervisors of the Business Technology–Legal Assistant program report that interns identify appropriate ethical behavior in a legal setting.

**Assessment Measure #3**

Student learning has failed to meet standards when less than 50 percent of the responding internship supervisors of the Business Technology–Legal Assistant program report that interns identify appropriate ethical behavior in a legal setting.

**Statement of Intended Outcome 4**

General Education Outcomes:

- Communicate critically and effectively using both written and oral skills.
- Use mathematics and basic scientific concepts for problem solving activities.
- Become competent users of technology.
- Think critically and be open to examining new ideas.
- Develop an awareness of and a commitment to ethical behavior and civic responsibility.
- Appreciate the diversity of the human experience.
- Develop decision-making skills and values for lifelong learning.

**Assessment Measure #1**

**Assessment Measure #2**

**Assessment Measure #3**

