

**YEARLY PROGRAM ASSESSMENT FORM**

**Paralegal / Pre Law**

1. Name of Program: School of Legal Studies Degree Programs: BS Paralegal Studies and BS Legal Studies-Pre Law.
  
2. School’s Mission Statement: (School of Legal Studies) Our mission is to educate, enable, and empower students to be critical thinkers who can obtain their goals and excel when faced with the challenges of the legal studies professions. This is accomplished by the highest quality and curricula which provides both traditional and experiential modes for learning.
  
3. School goals for 2023-2024

<b>Program Goal</b>	<b>Met</b>	<b>Not Met</b>	<b>Based on these assessments</b>	<b>Action Items</b>
Meet or exceed university average for retention of incoming FR.	X		Department Activity Report	University retention rate for 22-23 is 76%, for Paralegal/Pre Law is 83%
Meet or exceed the university 6th year graduation rate	X		Department Activity Report	University graduation rate for the 17-18 cohort is 57% Paralegal/Pre Law is 77%
Meet or exceed 11 new students (average of last 3 years for incoming FR)	X		Department Activity Report	14 entered in FA 23. Continue recruitment efforts to increase this number

4. Goals for coming year 2024-2025

Program Goal	Assessment Planned
Meet or exceed university average for retention of incoming FR within program.	Data from Department Activity Report
Meet or exceed the university 6th year graduation rate	Data from Department Activity Report
Meet or exceed 11 new students	Data from Department Activity Report
Increase job and graduate school placement.	Data from University Exit Survey
Faculty will review at least 80% of their curricula each year.	Faculty Development Plans and Department Plan

5. Individual Student Outcomes that were assessed during the 2023-2024 academic year.

<b>Student Learning Outcome</b>	<b>New/Altered/Same*</b>	<b>Assessment Tools Used</b>	<b>Results</b>	<b>Action Items **</b>
<p>Direct: Direct: On the Capstone Project at least 80% of all students will demonstrate excellent or outstanding understanding of the key concepts of the Legal Profession by:</p> <ul style="list-style-type: none"> <li>● Critical Thinking Skills</li> <li>● Organizational Skills</li> <li>● Communication Skills</li> <li>● Legal Research Skills</li> <li>● Legal Writing Skills</li> <li>● Interviewing and Investigation Skills</li> <li>● Law Office Management Skills</li> <li>● Demonstrating professionalism</li> <li>● Using legal terminology correctly</li> <li>● Working effectively with the courts</li> <li>● Becoming proficient with computer technology, software and database</li> </ul>	Same	Capstone Project	Met	Continue working with students to achieve these positive results

Direct: On the Capstone Project at least 80% of all students will demonstrate excellent or outstanding ability to apply ethical decision-making skills and integrity in an ever changing global environment.	Same	Capstone Project	Met	Continue working with students to achieve these positive results
Direct: On the Capstone Project at least 80% of all students will demonstrate excellent or outstanding ability to produce and present effective oral and written forms of communication.	Same	Capstone Project	Met	Continue working with students to achieve these positive results
Indirect: On internship Employer Evaluation at least 80% of graduating students will receive a score of 4 or higher based on a rating of 1-6	Same	Employer Evaluation	Met	Continue working with students to achieve these positive results
Indirect: On the Exit Survey for seniors, at least 80% of the graduating students will indicate that they agree that they have met the learning outcomes of the program	Same	Exit Survey	Met	Continue working with students to achieve these positive results

\*State if the outcome is new, altered, or the same as last year.

\*\* List any action items generated as a result of the data collected.

6. List the Student Learning Outcomes that you plan to assess during the 2024-2025 academic year and what assessment you will use to see how well the students met the outcome.

Student Learning Outcome	Assessment Tool
<p>Direct: On the Capstone Project at least 80% of all students will demonstrate excellent or outstanding understanding of the key concepts of the Legal Profession by:</p> <ul style="list-style-type: none"> <li>● Critical Thinking Skills</li> <li>● Organizational Skills</li> <li>● Communication Skills</li> <li>● Legal Research Skills</li> <li>● Legal Writing Skills</li> <li>● Interviewing and Investigation Skills</li> <li>● Law Office Management Skills</li> <li>● Demonstrating professionalism</li> <li>● Using legal terminology correctly</li> <li>● Working effectively with the courts</li> <li>● Becoming proficient with computer technology, software and database</li> </ul>	Capstone Project
<p>Direct: On the Capstone Project at least 80% of all students will demonstrate excellent or outstanding ability to apply ethical decision-making skills and integrity in an ever changing global environment.</p>	Capstone Project
<p>Direct: On the Capstone Project at least 80% of all students will demonstrate excellent or outstanding ability to produce and present effective oral and written forms of communication.</p>	Capstone Project
<p>Indirect: On internship Employer Evaluation at least 80% of graduating students will receive a score of 4 or higher in each category evaluated indicating they met the requirements.</p>	Employer Evaluation
<p>Indirect: On the Exit Survey for seniors, at least 80% of the graduating students will indicate that they agree that they have met the learning outcomes of the program</p>	Exit Survey

7. (Optional) Provide any narrative to further explain data above or any highlights you wish to share.

Continue to adjust current courses and develop new courses to address the ever changing legal system.