

# St. Petersburg College Educational Outcomes Assessment Record

**2004-2005**

(Report Year)

**Legal Assisting**

(Program/Option)

**Susan Demers**

(Report Prepared By)

## Table of Contents

### **Assessment Records**

1. The student will demonstrate the ability to analyze a problem; identify and evaluate alternative solutions; formulate logical solutions to problems; construct logical arguments in support of specific positions; evaluate solutions and arguments; and determine which areas of law are relevant to a particular situation. (Critical Thinking)
2. The student will demonstrate the ability to organize and manage information effectively and the ability to manage time efficiently.(Organizational)
3. The student will demonstrate the ability to interact effectively, in person, by telephone and in written correspondence with lawyers, clients, witnesses, court personnel, co-workers, and other business professionals. (Communication)
4. The student will demonstrate the ability to competently use the tools of research available in a standard law library, "cite check" the legal sources, run a computer assisted legal research program, and incorporate the results of the research into a proper memorandum format. (Legal Research)
5. The student will demonstrate the ability to write various types of documents, correspondence, pleadings, memoranda, and briefs. (Legal Writing)
6. The student will demonstrate the ability to deal with a basic word processing program, a spreadsheet program, and a database as well as presentation software; the student will apply these to solving organizational and management issues in the office setting. (Computer and Law Office Management)
7. The student will demonstrate basic interview and investigating skills including identifying and locating witnesses, potential parties to a suit and experts; preparing for and conducting effective interviews, locating information and obtaining records and using the Internet to obtain relevant and reliable information pertaining to a given situation. (Interview and Investigation)
8. The student will demonstrate knowledge of the types of work paralegals/legal assistants perform, the nature of supervision that must be present , the manner in which their conduct is directed by the ethical guidelines of the American Bar Association, the Florida Bar and the ethical guidelines for paralegal/legal assistants. (Professionalism and Ethics)

### **Attachments**

1. Student Portfolio Evaluations Session II 2002-2003  
Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F2%5F2002%2D2003.xls>
2. Student Portfolio Evaluations Session I 2002-2003  
Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5F1%5F2002%2D2003.xls>
3. Assessment Specifications Plan  
Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FAssessPlan%2Dportfolio11%2D29%2D05.doc>
4. Portfolio Evaluation Rubric  
Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubricB.doc>
5. Rubric to Document Summary of Reviewers (3) Portfolio Evaluations  
Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubric%2D3.doc>
6. Student Portfolio Evaluations Session III 2002-2003  
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9. Student Portfolio Evaluations Session III 2003-2004  
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10. Student Portfolio Evaluations Session I 2004-2005  
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11. Student Portfolio Evaluations Session II 2004-2005  
Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%2D%5F2%5F2004%2D2005.xls>
12. Qualitative Comments - Year 1  
Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F1%2DQualitative.doc>
13. Qualitative Comments - Year 2  
Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F2%2DQualitative.doc>
14. Qualitative Comments - Year 3  
Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F3%2DQualitative.doc>

### **Approvals**

**Educational Outcomes Coordinator(s):** Julie Adamich - May 1, 2006

**Provost:** Anne Cooper - May 2, 2006

**VP Educational and Student Services:** Carol Copenhaver - May 2, 2006



Refer also to Comments addendum for qualitative comments related to the portfolio evaluation.

*References:*

Student Portfolio Evaluations Session II 2002-2003  
 Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F2%5F2002%2D2003.xls>  
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 Qualitative Comments - Year 3  
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**V. Discussion and Analysis of Assessment Findings**

On two occasions (Session II-02 and Session II-03) students fell short of the expected criteria. Qualitative comments indicate that some students do not have a complete understanding of the formal requirements for the Florida courts.

**VI. Action Plan and Timetable for Implementation**

*Based on the analysis of the results the following Action Plan Items have been selected for implementation:*

**A. Enable Greater Student Success**

A1. Identify needs and address ways to improve overall student success

**B. Enhance Curriculum & Faculty Development**

B4. Revise course content

Ref. #	Action Plan Detail	Date to Accomplish
<b>A.</b>	<b>Enable Greater Student Success</b>	
A1.	Develop an electronic portfolio to cut down on the amount of paperwork and give the reviewers the flexibility of reviewing from remote location	08/2003
<b>B.</b>	<b>Enhance Curriculum &amp; Faculty Development</b>	
B4.	Add Florida specific documents to each course.	08/2004

**VII. Budgetary and Planning Implications for Upcoming Unit Planning Cycle**

Instructional technology provided support for the development of online portfolio.



Refer also to Comments addendum for qualitative comments related to the portfolio evaluation.

*References:*

Student Portfolio Evaluations Session II 2002-2003

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Qualitative Comments - Year 3

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## V. Discussion and Analysis of Assessment Findings

In Session II (03-04) the mean fell below the target of 3.25. Qualitative comments indicated a need for all documents to be word processed and that the overall presentation of the portfolio was part of the organization. As the portfolio moved online, there was a new challenge for students to document their organizational skills. Qualitative comments suggested that the rationale or abstract feature of the online portfolio could be adapted for this purpose.

## VI. Action Plan and Timetable for Implementation

*Based on the analysis of the results the following Action Plan Items have been selected for implementation:*

### D. Improve Assessment Methodology

D5. Revise assessment instruments

D6. Improve communications and instructions for faculty

Ref. #	Action Plan Detail	Date to Accomplish
<b>D.</b>	<b>Improve Assessment Methodology</b>	
D5.	Revise the online portfolio handbook to give suggestions for utilizing the abstract area to enhance reviewer's understanding of how the artifact submitted documents the skill.	Accomplished during 03-04 academic year.
D6.	Integrate portfolio discussion into adjunct faculty meeting	Accomplished during 03-04 academic year.

## VII. Budgetary and Planning Implications for Upcoming Unit Planning Cycle

No impact on budget or unit planning is required.

# Educational Outcomes Assessment Record 2004-2005

## I. Major Learning Outcome #3

The student will demonstrate the ability to interact effectively, in person, by telephone and in written correspondence with lawyers, clients, witnesses, court personnel, co-workers, and other business professionals. (Communication)

## II. Methodology

### *Means of Assessment:*

A portfolio containing documentation of knowledge and skills acquire throughout the program.

### *Date(s) of Administration:* 2002-2005

Refer to Assessment Specifications Plan and Portfolio Evaluations Rubric.

### *References:*

Assessment Specifications Plan

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FAssessPlan%2Dportfolio11%2D29%2D05.doc>

Portfolio Evaluation Rubric

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubricB.doc>

Rubric to Document Summary of Reviewers (3) Portfolio Evaluations

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubric%2D3.doc>

## III. Criteria for Success

Students should rate a mean of score of greater than 3.25 on each category of the evaluation relating to this outcome (which was adapted from the Core Competencies of the program promulgated by the American Association for Paralegal Education (AAfPE).

## IV. Summary of Assessment Findings

<u>Summary of Assessment Findings - Portfolio Evaluations</u>									
						<b>Acceptable to Florida</b>			
		<b>Sufficient Documentation</b>				<b>Courts &amp; Attorneys</b>			<b>Timely</b>
		<u>Mean</u>				<u>Mean</u>			<u>Mean</u>
Session I 2002-2003 (2 students)		4.00				4.00			4.00
Session II 2002-2003 (8 students)		3.25				3.38			4.00
Session III 2002-2003 (2 students)		4.00				4.00			4.00
Session I 2003-2004 (10 students)		3.47				3.63			3.63
Session II 2003-2004 (7 students)		3.14				3.05			3.00
Session III 2003-2004 (2 students)		3.83				4.00			4.00
Session I 2004-2005 (9 students)		3.70				3.78			3.81
Session II 2004-2005 (13 students)		3.55				3.61			4.00

Refer also to Comments addendum for qualitative comments related to the portfolio evaluation.

*References:*

Student Portfolio Evaluations Session II 2002-2003

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Student Portfolio Evaluations Session I 2002-2003

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Qualitative Comments - Year 2

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Qualitative Comments - Year 3

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F3%2DQualitative.doc>

**V. Discussion and Analysis of Assessment Findings**

Students did not meet the mean target of 3.25 in Session II (03-04).

**VI. Action Plan and Timetable for Implementation**

*Based on the analysis of the results the following Action Plan Items have been selected for implementation:*

**B. Enhance Curriculum & Faculty Development**

B3. Review/revise prerequisites, co-requisites and/or revise sequence of courses offered

B4. Revise course content

Ref. #	Action Plan Detail	Date to Accomplish
<b>B.</b>	<b>Enhance Curriculum &amp; Faculty Development</b>	
B3.	Prerequisite of college level placement score should be added for entire program.	Accomplished during 03-04 academic year year
B4.	Course content should be revised to include more practical assignments including client communications, and persuasive essays.	Accomplished during 04-05 Academic year

**VII. Budgetary and Planning Implications for Upcoming Unit Planning Cycle**

No impact on budget or unit plan is required.

# Educational Outcomes Assessment Record 2004-2005

## I. Major Learning Outcome #4

The student will demonstrate the ability to competently use the tools of research available in a standard law library, "cite check" the legal sources, run a computer assisted legal research program, and incorporate the results of the research into a proper memorandum format. (Legal Research)

## II. Methodology

### *Means of Assessment:*

A portfolio containing documentation of knowledge and skills acquire throughout the program.

### *Date(s) of Administration:* 2002-2005

Refer to Assessment Specifications Plan and Portfolio Evaluation Rubric.

### *References:*

Assessment Specifications Plan

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FAssessPlan%2Dportfolio11%2D29%2D05.doc>

Portfolio Evaluation Rubric

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubricB.doc>

Rubric to Document Summary of Reviewers (3) Portfolio Evaluations

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## III. Criteria for Success

Students should rate a mean of score of greater than 3.25 on each category of the evaluation relating to this outcome (which was adapted from the Core Competencies of the program promulgated by the American Association for Paralegal Education (AAfPE).

### *References:*

Assessment Specifications Plan

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## IV. Summary of Assessment Findings

<b>Summary of Assessment Findings - Portfolio Evaluations</b>									
		<b>Sufficient Documentation</b>			<b>Acceptable to Florida Courts &amp; Attorneys</b>			<b>Timely</b>	
		<u>Mean</u>			<u>Mean</u>			<u>Mean</u>	
<b>Session I 2002-2003 (2 students)</b>		4.00			4.00			4.00	
<b>Session II 2002-2003 (8 students)</b>		3.33			3.33			4.00	
<b>Session III 2002-2003 (2 students)</b>		4.00			4.00			4.00	
<b>Session I 2003-2004 (10 students)</b>		3.47			3.63			3.63	
<b>Session II 2003-2004 (7 students)</b>		3.14			3.05			3.00	
<b>Session III 2003-2004 (2 students)</b>		3.00			3.33			4.00	
<b>Session I 2004-2005 (9 students)</b>		3.78			3.81			3.81	

<b>Session II 2004-2005 (13 students)</b>		3.28			3.55				4.00
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Refer also to Comments addendum for qualitative comments related to the portfolio evaluation.

*References:*

Student Portfolio Evaluations Session II 2002-2003

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Qualitative Comments - Year 2

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Qualitative Comments - Year 3

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F3%2DQualitative.doc>

## V. Discussion and Analysis of Assessment Findings

Session II 2003-04 students fell short of the 3.25 target. All other students achieved the target performance standard.

## VI. Action Plan and Timetable for Implementation

*Based on the analysis of the results the following Action Plan Items have been selected for implementation:*

### B. Enhance Curriculum & Faculty Development

B10. Other

Ref. #	Action Plan Detail	Date to Accomplish
<b>B.</b>	<b>Enhance Curriculum &amp; Faculty Development</b>	
B10.	Enhance the discussion in the portfolio guide on types of documentation for the legal research exemplars.	12/2004

## VII. Budgetary and Planning Implications for Upcoming Unit Planning Cycle

No budget implications. Reworking the portfolio guide added to the 2004-05 unit plan.

# Educational Outcomes Assessment Record 2004-2005

## I. Major Learning Outcome #5

The student will demonstrate the ability to write various types of documents, correspondence, pleadings, memoranda, and briefs. (Legal Writing)

## II. Methodology

### *Means of Assessment:*

A portfolio containing documentation of knowledge and skills acquired throughout the program.

**Date(s) of Administration:** 2002 - 2005

Refer to Assessment Specifications Plan and Portfolio Evaluation Rubric.

### *References:*

Assessment Specifications Plan

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## III. Criteria for Success

Students should rate a mean of score of greater than 3.25 on each category of the evaluation relating to this outcome (which was adapted from the Core Competencies of the program promulgated by the American Association for Paralegal Education (AAfPE).

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## IV. Summary of Assessment Findings

<u>Summary of Assessment Findings - Portfolio Evaluations</u>									
						<b>Acceptable to Florida</b>			
		<b>Sufficient Documentation</b>				<b>Courts &amp; Attorneys</b>			<b>Timely</b>
		<u>Mean</u>				<u>Mean</u>			<u>Mean</u>
<b>Session I 2002-2003 (2 students)</b>		4.00				4.00			4.00
<b>Session II 2002-2003 (8 students)</b>		3.33				3.33			4.00
<b>Session III 2002-2003 (2 students)</b>		4.00				4.00			4.00
<b>Session I 2003-2004 (10 students)</b>		3.43				3.63			3.63
<b>Session II 2003-2004 (7 students)</b>		3.14				3.05			3.00
<b>Session III 2003-2004 (2 students)</b>		2.67				3.00			4.00
<b>Session I 2004-2005 (9 students)</b>		3.70				3.81			3.81

<b>Session II 2004-2005 (13 students)</b>		3.24			3.52				3.94
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Refer also to Comments addendum for qualitative comments related to the portfolio evaluation.

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**V. Discussion and Analysis of Assessment Findings**

All students achieved the target performance standard except those in Sessions II and III of 2003-04.

**VI. Action Plan and Timetable for Implementation**

*Based on the analysis of the results the following Action Plan Items have been selected for implementation:*

**B. Enhance Curriculum & Faculty Development**

B10. Other

Ref. #	Action Plan Detail	Date to Accomplish
<b>B.</b>	<b>Enhance Curriculum &amp; Faculty Development</b>	
B10.	Portfolio guide to be revised to give students more guidance on types of documentation for both legal research and legal writing exemplars.	12/2004

**VII. Budgetary and Planning Implications for Upcoming Unit Planning Cycle**

2004-05 unit plan reflected the need to revamp the online portfolio.

# Educational Outcomes Assessment Record

## 2004-2005

### I. Major Learning Outcome #6

The student will demonstrate the ability to deal with a basic word processing program, a spreadsheet program, and a database as well as presentation software; the student will apply these to solving organizational and management issues in the office setting. (Computer and Law Office Management)

### II. Methodology

**Means of Assessment:**

A portfolio containing documentation of knowledge and skills acquired throughout the program.

**Date(s) of Administration:** 2002-2005

Refer to Assessment Specifications Plan and Portfolio Evaluation Rubric.

**References:**

Assessment Specifications Plan

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FAssessPlan%2Dportfolio11%2D29%2D05.doc>

Portfolio Evaluation Rubric

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubricB.doc>

Rubric to Document Summary of Reviewers (3) Portfolio Evaluations

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubric%2D3.doc>

### III. Criteria for Success

Students should rate a mean of score of greater than 3.25 on each category of the evaluation relating to this outcome (which was adapted from the Core Competencies of the program promulgated by the American Association for Paralegal Education (AAfPE)).

**References:**

Assessment Specifications Plan

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FAssessPlan%2Dportfolio11%2D29%2D05.doc>

Portfolio Evaluation Rubric

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubricB.doc>

Rubric to Document Summary of Reviewers (3) Portfolio Evaluations

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubric%2D3.doc>

### IV. Summary of Assessment Findings

<b>Summary of Assessment Findings - Portfolio Evaluations</b>									
						<b>Acceptable to Florida</b>			
		<b>Sufficient Documentation</b>				<b>Courts &amp; Attorneys</b>			<b>Timely</b>
		<b>Mean</b>				<b>Mean</b>			<b>Mean</b>
<b>Session I 2002-2003 (2 students)</b>		4.00				4.00			4.00
<b>Session II 2002-2003 (8 students)</b>		3.25				3.38			4.00
<b>Session III 2002-2003 (2 students)</b>		4.00				4.00			4.00
<b>Session I 2003-2004 (10 students)</b>		3.50				3.63			3.63
<b>Session II 2003-2004 (7 students)</b>		3.19				3.05			3.00
<b>Session III 2003-2004 (2 students)</b>		3.67				4.00			4.00
<b>Session I 2004-2005 (9 students)</b>		3.52				3.81			3.70

<b>Session II 2004-2005 (13 students)</b>		3.61			3.76			4.00
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*References:*

Student Portfolio Evaluations Session II 2002-2003

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F2%5F2002%2D2003.xls>

Student Portfolio Evaluations Session I 2002-2003

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5F1%5F2002%2D2003.xls>

Student Portfolio Evaluations Session III 2002-2003

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F3%5F2002%2D2003.xls>

Student Portfolio Evaluations Session I 2003-2004

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F1%5F2003%2D2004.xls>

Student Portfolio Evaluations Session II 2003-2004

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F2%5F2003%2D2004.xls>

Student Portfolio Evaluations Session III 2003-2004

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F3%5F2003%2D2004.xls>

Student Portfolio Evaluations Session I 2004-2005

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA1%2D04%2D05.xls>

Student Portfolio Evaluations Session II 2004-2005

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%2D%5F2%5F2004%2D2005.xls>

Qualitative Comments - Year 1

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F1%2DQualitative.doc>

Qualitative Comments - Year 2

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F2%2DQualitative.doc>

Qualitative Comments - Year 3

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F3%2DQualitative.doc>

## V. Discussion and Analysis of Assessment Findings

Students in Session II 2003-04 did not meet the criteria for performance standards. All other students met the 3.25 standard.

## VI. Action Plan and Timetable for Implementation

*Based on the analysis of the results the following Action Plan Items have been selected for implementation:*

### B. Enhance Curriculum & Faculty Development

B4. Revise course content

B10. Other

Ref. #	Action Plan Detail	Date to Accomplish
<b>B.</b>	<b>Enhance Curriculum &amp; Faculty Development</b>	
B4.	Change requirements so that all assignments are word processed throughout the program.	12/2004
B10.	Revise portfolio guide inserting greater guidance on document selection.	12/2004

## VII. Budgetary and Planning Implications for Upcoming Unit Planning Cycle

No budgetary implication. Revised portfolio user's guide was added to the 2004-05 unit plan.

# Educational Outcomes Assessment Record 2004-2005

## I. Major Learning Outcome #7

The student will demonstrate basic interview and investigating skills including identifying and locating witnesses, potential parties to a suit and experts; preparing for and conducting effective interviews, locating information and obtaining records and using the Internet to obtain relevant and reliable information pertaining to a given situation. (Interview and Investigation)

## II. Methodology

### *Means of Assessment:*

A portfolio containing documentation of knowledge and skills acquired throughout the program.

**Date(s) of Administration:** 2002 - 2005

Refer to Assessment Specifications Plan and Portfolio Evaluation Rubric.

### *References:*

Assessment Specifications Plan

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FAssessPlan%2Dportfolio11%2D29%2D05.doc>

Portfolio Evaluation Rubric

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubricB.doc>

Rubric to Document Summary of Reviewers (3) Portfolio Evaluations

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubric%2D3.doc>

## III. Criteria for Success

Students should rate a mean of score of greater than 3.25 on each category of the evaluation relating to this outcome (which was adapted from the Core Competencies of the program promulgated by the American Association for Paralegal Education (AAfPE)).

### *References:*

Assessment Specifications Plan

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FAssessPlan%2Dportfolio11%2D29%2D05.doc>

Portfolio Evaluation Rubric

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubricB.doc>

Rubric to Document Summary of Reviewers (3) Portfolio Evaluations

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubric%2D3.doc>

## IV. Summary of Assessment Findings

<u>Summary of Assessment Findings - Portfolio Evaluations</u>									
						<b>Acceptable to Florida</b>			
		<b>Sufficient Documentation</b>				<b>Courts &amp; Attorneys</b>			<b>Timely</b>
		<u>Mean</u>				<u>Mean</u>			<u>Mean</u>
<b>Session I 2002-2003 (2 students)</b>		4.00				4.00			4.00
<b>Session II 2002-2003 (8 students)</b>		3.21				3.33			4.00
<b>Session III 2002-2003 (2 students)</b>		4.00				4.00			4.00
<b>Session I 2003-2004 (10 students)</b>		3.47				3.63			3.63
<b>Session II 2003-2004 (7 students)</b>		3.24				3.05			3.00
<b>Session III 2003-2004 (2 students)</b>		3.17				3.33			4.00

<b>Session I 2004-2005 (9 students)</b>		3.59			3.81			3.81
<b>Session II 2004-2005 (13 students)</b>		3.64			3.83			4.00

Refer also to Comments addendum for qualitative comments related to the portfolio evaluation.

*References:*

Student Portfolio Evaluations Session II 2002-2003

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F2%5F2002%2D2003.xls>

Student Portfolio Evaluations Session I 2002-2003

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5F1%5F2002%2D2003.xls>

Student Portfolio Evaluations Session III 2002-2003

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F3%5F2002%2D2003.xls>

Student Portfolio Evaluations Session I 2003-2004

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F1%5F2003%2D2004.xls>

Student Portfolio Evaluations Session II 2003-2004

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F2%5F2003%2D2004.xls>

Student Portfolio Evaluations Session III 2003-2004

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F3%5F2003%2D2004.xls>

Student Portfolio Evaluations Session I 2004-2005

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA1%2D04%2D05.xls>

Student Portfolio Evaluations Session II 2004-2005

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%2D%5F2%5F2004%2D2005.xls>

Qualitative Comments - Year 1

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F1%2DQualitative.doc>

Qualitative Comments - Year 2

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F2%2DQualitative.doc>

Qualitative Comments - Year 3

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F3%2DQualitative.doc>

## V. Discussion and Analysis of Assessment Findings

Students did not meet the performance standard set in Session II of 2002-03 and Sessions II and III of 2003-04. All other students met the standards set.

## VI. Action Plan and Timetable for Implementation

*Based on the analysis of the results the following Action Plan Items have been selected for implementation:*

### B. Enhance Curriculum & Faculty Development

B4. Revise course content

Ref. #	Action Plan Detail	Date to Accomplish
<b>B.</b>	<b>Enhance Curriculum &amp; Faculty Development</b>	
B4.	Revise the course content for PLA 1361 Techniques of Interview and Investigation.	12/2004

## VII. Budgetary and Planning Implications for Upcoming Unit Planning Cycle

No budget implications. Revision of PLA 1361 added to the 2004-05 unit plan.

# Educational Outcomes Assessment Record 2004-2005

## I. Major Learning Outcome #8

The student will demonstrate knowledge of the types of work paralegals/legal assistants perform, the nature of supervision that must be present, the manner in which their conduct is directed by the ethical guidelines of the American Bar Association, the Florida Bar and the ethical guidelines for paralegal/legal assistants. (Professionalism and Ethics)

## II. Methodology

### *Means of Assessment:*

A portfolio containing documentation of knowledge and skills acquired throughout the program.

### *Date(s) of Administration:* 2002-2005

Refer to Assessment Specifications Plan and Portfolio Evaluation Rubric.

### *References:*

Assessment Specifications Plan

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FAssessPlan%2Dportfolio11%2D29%2D05.doc>

Portfolio Evaluation Rubric

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubricB.doc>

Rubric to Document Summary of Reviewers (3) Portfolio Evaluations

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubric%2D3.doc>

## III. Criteria for Success

Students should rate a mean of score of greater than 3.25 on each category of the evaluation relating to this outcome (which was adapted from the Core Competencies of the program promulgated by the American Association for Paralegal Education (AAfPE).

### *References:*

Assessment Specifications Plan

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FAssessPlan%2Dportfolio11%2D29%2D05.doc>

Portfolio Evaluation Rubric

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubricB.doc>

Rubric to Document Summary of Reviewers (3) Portfolio Evaluations

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/EOPrubric%2D3.doc>

## IV. Summary of Assessment Findings

<b>Summary of Assessment Findings - Portfolio Evaluations</b>									
		<b>Sufficient Documentation</b>			<b>Acceptable to Florida Courts &amp; Attorneys</b>			<b>Timely</b>	
		<b>Mean</b>			<b>Mean</b>			<b>Mean</b>	
<b>Session I 2002-2003 (2 students)</b>		4.00			4.00			4.00	
<b>Session II 2002-2003 (8 students)</b>		3.21			3.33			4.00	
<b>Session III 2002-2003 (2 students)</b>		4.00			4.00			4.00	
<b>Session I 2003-2004 (10 students)</b>		3.53			3.63			3.63	
<b>Session II 2003-2004 (7 students)</b>		3.19			3.05			3.00	
<b>Session III 2003-2004 (2 students)</b>		3.33			3.50			4.00	
<b>Session I 2004-2005 (9 students)</b>		3.81			3.85			3.85	

<b>Session II 2004-2005 (13 students)</b>		3.58			3.73			4.00
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Refer also to Comments addendum for qualitative comments related to the portfolio evaluation.

*References:*

Student Portfolio Evaluations Session II 2002-2003

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F2%5F2002%2D2003.xls>

Student Portfolio Evaluations Session I 2002-2003

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5F1%5F2002%2D2003.xls>

Student Portfolio Evaluations Session III 2002-2003

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F3%5F2002%2D2003.xls>

Student Portfolio Evaluations Session I 2003-2004

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F1%5F2003%2D2004.xls>

Student Portfolio Evaluations Session II 2003-2004

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F2%5F2003%2D2004.xls>

Student Portfolio Evaluations Session III 2003-2004

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%5FSession%5F3%5F2003%2D2004.xls>

Student Portfolio Evaluations Session I 2004-2005

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA1%2D04%2D05.xls>

Student Portfolio Evaluations Session II 2004-2005

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/PLA%2D%5F2%5F2004%2D2005.xls>

Qualitative Comments - Year 1

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F1%2DQualitative.doc>

Qualitative Comments - Year 2

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F2%2DQualitative.doc>

Qualitative Comments - Year 3

Online at: <https://it.spcollege.edu/edoutcomes/attachments/114-210/Year%5F3%2DQualitative.doc>

## V. Discussion and Analysis of Assessment Findings

Students in Session II of 2002-03 and Session II of 2003-04 did not meet the performance standard.

## VI. Action Plan and Timetable for Implementation

*Based on the analysis of the results the following Action Plan Items have been selected for implementation:*

### B. Enhance Curriculum & Faculty Development

B10. Other

### D. Improve Assessment Methodology

D8. Make technology related improvements

Ref. #	Action Plan Detail	Date to Accomplish
<b>B.</b>	<b>Enhance Curriculum &amp; Faculty Development</b>	
B10.	Revamp portfolio user's guide	12/2003
<b>D.</b>	<b>Improve Assessment Methodology</b>	
D8.	Add capability of adding PowerPoint and other larger submissions to the portfolio	05/2005

## VII. Budgetary and Planning Implications for Upcoming Unit Planning Cycle

No budgetary implications. Revamped portfolio user's guide will be added to the 2004-05 unit plan.