Information about this Plan/Report

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| Assessment period | What are the beginning and ending dates of this assessment period?  
|                | Beginning date: August, 2003 Ending date: August, 2004 |
| Prepared by   | Who prepared this plan/report? Please list the faculty members involved.  
|                | Herbert A. Exum and Marylou H. Taylor          |
| Date Plan Submitted | August, 2003                                 |
| Date Report Submitted | July, 2004                                   |

Mission/Goals:

Mission:
Enter all or part of the USF mission statement that relates to this academic program. The mission is located here: [http://usfweb.usf.edu/president/vis_val.html](http://usfweb.usf.edu/president/vis_val.html)

As an institution dedicated to excellent teaching, the University's fundamental objective is to evoke in its students a lifelong commitment to learning that enables them to become thoughtful, active, productive and compassionate citizens. Advanced studies at the graduate and professional level enable students to work with faculty at the forefront of their disciplines, to increase their depth of knowledge and personal achievement and to contribute to the advancement of their professions and the larger society. The University has high expectations of....its faculty and students as exemplary scholars.

College Mission or Goal(s):
Enter all or part of the College's mission statement and/or goals that relate to this academic program.

3.2.1 To graduate and support superior and visionary educators and human and support service professional who can perform the professional roles required in a changing educational environment
3.2.4 To expand professional knowledge through interdisciplinary research related to teaching, learning, and teacher education, thereby providing useful information for the design and evaluation of educational systems and the preparation of personnel for those systems.

Student Learning Outcome #1
What will students know or be able to do or believe by the end of the assessment period? Be specific.

_Students completing the master’s program in counseling will demonstrate a broad understanding of counseling and human development._

It is recommended that two means of assessment be prepared for each student learning outcome.

**Action items:** Students will demonstrate their core knowledge through the completion of benchmark tasks throughout the sequence of foundations courses in counseling and the clinical experiences.

**Means of Assessment:** Describe the procedures, strategies, or means that will be used to collect information on student learning.
1. Satisfactory completion of first year foundations courses.
2. Satisfactory completion of foundations courses in human development.
3. Satisfactory completion of a comprehensive examination in counseling.

**Criteria for Success:** Describe the criteria for success related to this means of assessment.
1. All students will complete EDF 6354 Personality Theories and Human Development with a grade of “B” or better to continue in the program.
2. All students will complete MHS 6006 Principles of Counseling with a grade of “B” or better to continue in the program.
3. All students will successful complete (pass) the National Counselors Examination administered by the National Board of Certified Counselors.

**Summary items:** These items are completed after assessment activities, at the end of the assessment period. Completed assessment reports are e-mailed to: oareports@acad.usf.edu

**Findings:**
All students successfully completed foundations courses at the required criterion. The majority (42) of the 48 students who took the comprehensive examination (88%) passed the first time. All (100%) passed during re-examination.

**Use of Results:** What changes, if any, were made in response to the findings?

The results support the continued use of foundations course grades as benchmarks of first year success in the program. The results from the comprehensive examination results are more difficult to interpret. No particular subtest or set of subtests seemed to represent a consistent area of difficulty for students. There was no clear trend except that the lowest scoring students tended to score low in more than one subtest of the examination. The results from this year will be compared with those from the past two years to determine if any trends or patterns exist.
Action items: All students will select and matriculate through a sub-specialization within the master’s program.

Means of Assessment: Describe the procedures, strategies, or means that will be used to collect information on student learning.
1. All master’s students will complete the appropriate state examinations conducted by the Florida Department of Education.

Criteria for Success: Describe the criteria for success related to this means of assessment.
1. 100% of master’s students will achieve a “passing” score on both the national and state examinations in counseling.

Summary items: These items are completed after assessment activities, at the end of the assessment period. Completed assessment reports are e-mailed to: oareports@acad.usf.edu

Findings: What findings resulted from assessment activities?
All students (100%) who took the state-level examinations passed on their first attempt. The majority (88%) of students passed the NCE exam on the first attempt.

Use of Results: What changes, if any, were made in response to the findings?
No changes have been made in program policy at this time as a result of the findings, but the faculty will confer on possible strategies to increase the first time pass rate on the NCE exam to 100%.

Student Learning Outcome #2
What will students know or be able to do or believe by the end of the assessment period? Be specific.

Students completing the master’s program in counseling will demonstrate competence in the successful application of classroom learning to the work environment

It is recommended that two means of assessment be prepared for each student learning outcome.

Action items: All master’s students will demonstrate skills in individual and group counseling, case conceptualization, case reporting, and treatment planning.

Means of Assessment: Describe the procedures, strategies, or means that will be used to collect information on student learning.
1. Satisfactory completion of a one semester practicum in counseling at an appropriate field site under the direct supervision of an experienced professional counselor or closely related human services professional.
2. Satisfactory completion of a 600 clock hour internship in professional counseling at an appropriate field site under the direct supervision of an experienced professional counselor or closely related human services professional.
3. The Counselor Education Program (CEP) will conduct a biannual survey of employers of graduates of the program to determine their satisfaction with the professional performance of program graduates.

**Criteria for Success:** Describe the criteria for success related to this means of assessment.

1. 100% of the students will achieve a Final Report overall rating from the field site supervisor of at least "satisfactory" with no items scored below “3” on a 5-point evaluative Likert scale and also achieve the grade “S” from the university faculty practicum instructor.
2. 100% of the students will achieve a Final Report overall rating from the field site supervisor of at least “satisfactory” with no items scored below “3” on a 5-point Likert scale and achieve the grade “S” from the university faculty internship instructor.
3. At least 85% of employers will rate their satisfaction with CEP graduates as at least “satisfied” on a 4-point Likert scale ranging from "very satisfied “ to “very dissatisfied.”

**Summary items:** These items are completed after assessment activities, at the end of the assessment period. Completed assessment reports are e-mailed to: oareports@acad.usf.edu

**Findings:** What findings resulted from assessment activities?

All (100% of the students completed this outcome successfully. The employers satisfaction survey has not yet been completed since it will not be done until fall semester 2004.

**Use of Results:** What changes, if any, were made in response to the findings?

The results seem to confirm that the pre-service clinical training sequence seems to be producing the desired outcome in counselor skill development. However, the faculty will confer with field site supervisors to determine whether the Final Report rating form adequately assesses student performance. The faculty will also consider changing the criterion for success from at least “satisfactory” to at least “good”. The faculty are particularly interested in the results from the employer satisfaction survey. Anecdotal evidence suggests that employers are very satisfied with CEP graduates. However, specific feedback on the strengths and limitations of CEP graduates would help the faculty to make informed program adjustments.

**Action items:** All students will demonstrate skills in needs assessment and consultation.

**Means of Assessment:** Describe the procedures, strategies, or means that will be used to collect information on student learning.

1. All students will have a faculty mentor who will work collaboratively with them on developing the skills necessary to conduct needs assessments and to do
consultation with organizations or with individuals.
2. All students will complete a case study in which they demonstrate their ability to
counsel or conduct consultation.

Criteria for Success: Describe the criteria for success related to this means of assessment.
1. 100% of master’s students will complete a case study presented in case report format.
2. 100% of master’s students will achieve an overall rating of “above average” with
no rating of less than “average” on a 5-point Likert evaluation scale.

Summary items: These items are completed after assessment activities, at the end of the
assessment period. Completed assessment reports are e-mailed to: oareports@acad.usf.edu

Findings: What findings resulted from assessment activities?
All (100%) of the students achieved this outcome.

Use of Results: What changes, if any, were made in response to the findings?
The results suggest that the strategy is accomplishing the desired end. During subsequent years, the
case study will be reviewed by at least two faculty members. The faculty may also consider having
the case study become part of a larger portfolio demonstrating student skill in this area.

Student Learning Outcome #3
What will students know or be able to do or believe by the end of the assessment period? Be specific.

Students completing the master’s program in counseling will demonstrate knowledge of
research in subject matter pertinent to solving problems in counseling and human
development.

It is recommended that two means of assessment be prepared for each student
learning outcome.

Action items: All master’s students will complete foundations course work in
educational research and take an appropriate examination in this area.
Means of Assessment: Describe the procedures, strategies, or means that will be used to collect information
on student learning.

1. All students will successful complete foundations coursework in educational
research.
2. All students will complete a test relative to research applications as part of their
comprehensive examination.
3. The CEP will conduct a biannual survey of graduates of the program to determine
their perceived competence in analyzing qualitative and quantitative data,
conducting research, and using the results of published research in their
professional practice.
Criteria for Success: Describe the criteria for success related to this means of assessment.

1. All students will complete EDF 6481 Foundations of Educational Research with a grade of “B” or better.
2. All students will score at the national mean for the Research and Appraisal subtest of the National Counseling Examination.
3. At least 90% of graduate will rate their overall mastery of knowledge in research methods and applications at least “comfortable” on a 4-point Likert scale ranging from “very comfortable” to “very uncomfortable”.

Summary items: These items are completed after assessment activities, at the end of the assessment period. Completed assessment reports are e-mailed to: oareports@acad.usf.edu

Findings: What findings resulted from assessment activities?

All master’s students have achieved the first expected outcome, and 81% of the students scored at or above the national mean for the NCE Research and Program Evaluation subtest. The results from the follow-up study of CEP graduates’ mastery of knowledge in research methods and applications were not available since the survey is scheduled to be conducted during the fall semester 2004.

Use of Results: What changes, if any, were made in response to the findings?

Faculty members were somewhat concerned that only 81% of the students scored at or above the national mean on the NCE. The faculty may consider adding an additional research project during the final semester to increase student proficiency in research methods and applications. Data from the student survey will be used in planning this assignment.

Action items: All master’s students in counseling will be able to demonstrate skills in the translation of research to practice.

Means of Assessment: Describe the procedures, strategies, or means that will be used to collect information on student learning.

1. All students will have a faculty mentor who will work collaboratively with the student on developing the skills necessary to translate research into practice at an appropriate field setting.
2. All master’s students will complete a case study in which they demonstrate how research results on best practices in counseling may be used to develop effective field-based interventions.

Criteria for Success: Describe the criteria for success related to this means of assessment.

1. 100% of master’s students will complete a case study presented in case report format.
2. 100% of the students will achieve an overall rating of “above average” with no rating of less than “average” on a 5-point Likert evaluation scale.

Summary items: These items are completed after assessment activities, at the end of the assessment period. Completed assessment reports are e-mailed to: oareports@acad.usf.edu

Findings: What findings resulted from assessment activities?
All (100%) of the students achieved this outcome.

**Use of Results:** What changes, if any, were made in response to the findings? The strategy seems to have achieved the desired outcome. The project will be continued but with at least two faculty members reviewing the project.