

Developmental Education Administration EDD

Internship Professional Competencies and Written Communication

Goal Description:

Students will develop professional competencies through an internship experience and write the experience up in a scholarly manner.

Providing Department: Developmental Education Administration EDD

RELATED ITEMS/ELEMENTS -----

RELATED ITEM LEVEL 1

Internship - Professional Competencies and Writing - Learning Objective

Learning Objective Description:

Internship completers will attain and report on the following content:

Objectives of Internship

Major Activities of Internship

Self-Evaluation of Attainment of Objectives

Competencies Acquired/Refined in Internship

Implications for Personal Career Goals

They will provide a scholarly paper describing these items in detail. The paper will be well written and in APA format.

RELATED ITEM LEVEL 2

Internship Professional Competencies - Indicator, Criterion, and Findings

Indicator Description:

Indicator Type: Rubric

Indicators are:

Objectives of Internship

Major Activities of Internship

Self-Evaluation of Attainment of Objectives

Competencies Acquired/Refined in Internship

Implications for Personal Career Goals

Appendices - Internship Log/Work Products

APA Format/Writing Mechanics

Attached Files

 [7336 TK20 Assignment Rubric UPDATED.xlsx](#)

Criterion Description:

1. 100% of students will demonstrate an overall rating of “acceptable” (Grade of 80) on the DVED 7336 final course project.

2. 75% of students will demonstrate an overall rating of “excellent” (Grade of 95) on the DVED 7336 final course project.

Findings Description:

Criterion status: Met

RELATED ITEM LEVEL 3

Internship Professional Competencies - Action

Action Description:

No actions determined because this program has been eliminated effective AY 2023-2024.

New Cohort - Demonstrate Competencies with Technology

Goal Description:

Incoming students with the most recently accepted cohort will develop and exhibit technology competencies important to engaging and learning in an online doctoral program.

Providing Department: Developmental Education Administration EDD

RELATED ITEMS/ELEMENTS -----

RELATED ITEM LEVEL 1

New Cohort - Demonstrate Competencies with Using Technology - Learning Objective

Learning Objective Description:

Through a series of presentations, the latest entering cohort of students will be assessed in their first semester on learning and engaging in the fully online program using technology. The following technology competencies will be developed:

Students will successfully respond and engage in synchronous online meetings, have adequate computer equipment, high speed Internet, camera and microphone. They will also deliver professional presentations using technology from a quiet environment. If necessary they will successfully resolve technology challenges.

RELATED ITEM LEVEL 2

New Cohort Effective Use Of Technology Rubric - Indicator, Criterion, and Findings

Indicator Description:

Indicator Type: Technology Rubric

Students Access and Engage with Instructors Using Technology. Students effectively using technology to engage on synchronous and asynchronous course activities while instructors assess proficiency using a common rubric that examines whether students:

Understands the Requirements of a Synchronous Online Meeting, Responds to Meeting Requests, Keeps Track of Meeting Scheduling, Logs in to Videoconferencing in Timely Manner, Has Adequate Computer Hardware Equipment, Has a High Speed Internet Connection and engages routinely with the LMS, Has a Working Camera and Headset Microphone, Deliver Using Some Form of Technology-Based Presentation Medium (Powerpoint, Prezi, Video, etc.), Has a Quiet Environment in Which to Participate, and Successfully Deals With Technology Challenges During Presentation (If Needed).

Criterion Description:

- 1. 100% of students will demonstrate an overall rating of “acceptable” (Grade of 80) on the Technology Assessment.
- 2. 75% of students will demonstrate an overall rating of “excellent” (Grade of 90) on the Technology Assessment.

Findings Description:

Criterion status: Met

RELATED ITEM LEVEL 3

New Cohort Effective Use of Technology Rubric - Action

Action Description:

No actions determined because this program has been eliminated effective AY 2023-2024.

New Cohort - Writing and APA Skills

Goal Description:

The latest incoming cohort will, over the course of the first semester, develop an appropriate level of writing and APA competencies.

Providing Department: Developmental Education Administration EDD

RELATED ITEMS/ELEMENTS -----

RELATED ITEM LEVEL 1

New Cohort - Writing and APA - Learning Objective

Learning Objective Description:

Through a series of writing assignments, the latest entering cohort of students will be assessed in their first semester on scholarly writing and APA skills. The following skills will be developed and assessed:

Students will understand the APA requirement for written work, format papers to APA specifications, cite internal references, cite quotes, cite publications in reference list, meet word count requirements, use headings appropriately, cite data according to specifications, and formatted tables, figures, and charts according to specifications. They will submit a well written and edited paper.

RELATED ITEM LEVEL 2

New Cohort Writing and APA Skills - Indicator, Criterion, and Findings

Indicator Description:

Indicator Type: Writing Assignment Rubric

Number of students reaching a basic proficiency with APA 6th edition format as rated on a department-generated common rubric used to assess a written assignment.

Criterion Description:

- 1. 100% of students will demonstrate an overall rating of “acceptable” (Grade of 70) on the Writing and APA Assessment.
- 2. 50% of students will demonstrate an overall rating of “excellent” (Grade of 80) on the Writing and APA Assessment.

Findings Description:

Criterion status: Met

RELATED ITEM LEVEL 3

New Cohort Writing and APA Skills - Action

Action Description:

No actions determined because this program has been eliminated effective AY 2023-2024.

Post Graduate Competencies Assessment

Goal Description:

Graduates will be surveyed occasionally for a self assessment of skills and competencies in particular scholarly areas.

Providing Department: Developmental Education Administration EDD

RELATED ITEM LEVEL 1

Post Graduate Assessment - Learning Objective

Learning Objective Description:

Graduates of the program will be assessed for their opinion about the strengths and weaknesses of the doctoral program in developmental education administration. They'll also be asked to rank how well the program improved their academic writing, leadership skills, ability to plan and conduct quantitative research, ability to plan and conduct qualitative research, communicate knowledge in professional settings, communicate knowledge in academic settings, and incorporate theory into education practice.

RELATED ITEM LEVEL 2

Post-Graduation Survey - Indicator, Criterion, and Findings

Indicator Description:

Indicator Type: Post Graduation Survey

A survey of recent graduates from the doctoral program in Developmental Education. This survey is distributed every two years.

Attached Files

 [Graduate Survey](#)

Criterion Description:

- 1. 80% of program graduates will report that the program improved their writing skills.
- 2. 80% of program graduates will report that the program improved their leadership skills.
- 3. 80% of program graduates will report that the program improved their ability to plan and conduct research.
- 4. 80% of program graduates will report that the program improved their ability to communicate knowledge in professional settings.
- 5. 80% of program graduates will report that the program improved their ability to incorporate theory into practice.

Findings Description:

Criterion status: Met

RELATED ITEM LEVEL 3

Post-Graduate Survey - Action

Action Description:

No actions determined because this program has been eliminated effective AY 2023-2024.

Update to Previous Cycle's Plan for Continuous Improvement Item

Previous Cycle's Plan For Continuous Improvement (Do Not Modify):

Closing Summary

In the coming year, faculty and staff will continue to use the opportunities of application interviews, orientation, and class time early in the semester to inform and remind students of the technology requirements. Also, in DVED 7360, immediate feedback will be offered following technology-based presentations. This feedback will focus on improvements that students can make in their use of technology, and in securing a quiet environment from which to videoconference. Our specified learning objectives for this item will be shared with entering students.

Entering students in the summer term will be engaged in a discussion about the reliance and importance of technology in an online program. They will also be discouraged from working entirely from their phones. A guide for professional videoconferencing will be shared with students.

With regard to APA Student Knowledge and Usage, new entering students will be engaged in a discussion of the importance and reasoning as to why APA is used and important to the program. Ultimately, students will need to write and publish a dissertation study that is formatted to APA specifications. A focus on quality scholarly writing is important as well. In orientation, the syllabus, and in early DVED 7360 class discussions, this will be emphasized.

Students will continue to be provided with Internet resources about APA. We were fortunate to again, be able to provide each new student with the APA 7 manual. Hopefully, we can continue to do so in the future. Otherwise, new students will be required to purchase the current APA manual. Exercises applying specific (typically problematic) APA guidelines will be given. These will include the development of title pages and reference lists. Prior to each writing assignment, students will be encouraged to allot time for proofreading and editing. Following the first (and all subsequent) graded writing assignments, a referral to the SHSU Online Writing Center will be made for any student scoring below 80%. Students will also be given a guide to APA 7 changes, and encouraged to research and discuss this guide with the instructor and their peers.

Update of Progress to the Previous Cycle's PCI:

No actions determined because this program has been eliminated effective AY 2023-2024.

New Plan for Continuous Improvement Item

Closing Summary:

No actions determined because this program has been eliminated effective AY 2023-2024.