

MASTER SYLLABUS

Course Discipline Code & No: UAS 210 Title: Construction Supervision III: Legal and Personnel Aspects Effective Term S/S 08
 Division Code: HAT Department Code: UAS Org #: 28300
 Don't publish: College Catalog Time Schedule Web Page

Reason for Submission. Check all that apply.
 New course approval Reactivation of inactive course
 Three-year syllabus review/Assessment report Inactivation (Submit this page only.)
 Course change

Change information: Note all changes that are being made. Form applies only to changes noted.

| | |
|--|--|
| <input type="checkbox"/> Consultation with all departments affected by this course is required. | <input type="checkbox"/> Total Contact Hours (total contact hours were: _____) |
| <input type="checkbox"/> Course discipline code & number (was _____)* *Must submit inactivation form for previous course. | <input type="checkbox"/> Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____) |
| <input type="checkbox"/> Course title (was _____) | <input checked="" type="checkbox"/> Pre-requisite, co-requisite, or enrollment restrictions |
| <input checked="" type="checkbox"/> Course description | <input type="checkbox"/> Change in Grading Method |
| <input type="checkbox"/> Course objectives (minor changes) | <input type="checkbox"/> Outcomes/Assessment |
| <input type="checkbox"/> Credit hours (credits were: _____) | <input type="checkbox"/> Objectives/Evaluation |
| | <input type="checkbox"/> Other _____ |

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.
 After a review of the Construction Supervision program, selected content from UAS 226 was combined with topics from UAS 211 to form a new course, UAS 210 Construction Supervision III: Legal and Personnel Aspects. This new course has been designed to meet the outcomes of the UAS Construction Supervision certificate and degree programs. Original UAS 210 was conditionally approved.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson New resources needed All relevant departments consulted

Print: Gloria Eccleston Faculty/Preparer Signature Gloria Eccleston Date: 3/31/08
 Print: Cheryl Byrne Department Chair Signature [Signature] Date: 3-31-08

Division Review by Dean
 Request for conditional approval
 Recommendation Yes No [Signature] Date: 4-1-08
 Dean's/Administrator's Signature

Curriculum Committee Review
 Recommendation Tabled Yes No [Signature] Date: 4-21-08
 Curriculum Committee Chair's Signature

Vice President for Instruction Approval
[Signature] Date: 5/1/08
 Vice President's Signature

Approval Yes No Conditional

200805

Do not write in shaded area.
 Log File 4/1/08 Ecopy Banner 5/6 C&A Database 5/6 C&A Log File 5/6 Basic skills Contact fee

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

MASTER SYLLABUS

*Complete ALL sections which apply to the course, even if changes are not being made.

| | |
|-----------------|---|
| Course: UAS 210 | Course title: Construction Supervision III: Legal and Personnel Aspects |
|-----------------|---|

| | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|------------|---------|------------|----------|----|----|------|-------|-------|-----------|-------|-------|------------|-------|-------|--------|-------|-------|----------------|----|----|--|---|
| Credit hours: <u>3</u> If variable credit, give range: _____ to _____ credits | Contact hours per semester: <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center; border-bottom: 1px solid black;">Student</td> <td style="text-align: center; border-bottom: 1px solid black;">Instructor</td> </tr> <tr> <td>Lecture:</td> <td style="text-align: center;">45</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Lab:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Clinical:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Practicum:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Other:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Totals:</td> <td style="text-align: center;">45</td> <td style="text-align: center;">45</td> </tr> </table> | | Student | Instructor | Lecture: | 45 | 45 | Lab: | _____ | _____ | Clinical: | _____ | _____ | Practicum: | _____ | _____ | Other: | _____ | _____ | Totals: | 45 | 45 | Are lectures, labs, or clinicals offered as separate sections? <input type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input checked="" type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section | Grading options: <input type="checkbox"/> P/NP (limited to clinical & practica) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades |
| | Student | Instructor | | | | | | | | | | | | | | | | | | | | | | |
| Lecture: | 45 | 45 | | | | | | | | | | | | | | | | | | | | | | |
| Lab: | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | |
| Clinical: | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | |
| Practicum: | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | |
| Other: | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | |
| Totals: | 45 | 45 | | | | | | | | | | | | | | | | | | | | | | |

Prerequisites. Select one:

College-level Reading & Writing
 Reduced Reading/Writing Scores
 No Basic Skills Prerequisite

(Add information at Level I prerequisite)
 (College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

| Course | Grade | Test | Min. Score | Concurrent Enrollment <small>(Can be taken together)</small> | Corequisites <small>(Must be enrolled in this class also during the same semester)</small> |
|---|-------|-------|------------|--|---|
| <input type="checkbox"/> and <input type="checkbox"/> or UAS 111 Construction Supervision I: Motivating Employees <input type="checkbox"/> and <input type="checkbox"/> or _____ <input type="checkbox"/> and <input type="checkbox"/> or _____ | _____ | _____ | C | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ _____ _____ |

Level II (enforced by instructor on first day of class)

| Course | Grade | Test | Min. Score |
|--|-------|-------|------------|
| <input type="checkbox"/> and <input type="checkbox"/> or _____ <input type="checkbox"/> and <input type="checkbox"/> or _____ | _____ | _____ | _____ |

Enrollment restrictions (In addition to prerequisites, if applicable.)

and or Consent required
 and or Admission to program required
 and or Other (please specify):

Program: Admission to the Construction Supervision Program

Please send syllabus for transfer evaluation to:
 Conditionally approved courses are not sent for evaluation.
 Insert course number and title you wish the course to transfer as.

| | |
|--|---|
| <input type="checkbox"/> E.M.U. as _____ | <input type="checkbox"/> _____ as _____ |
| <input type="checkbox"/> U of M as _____ | <input type="checkbox"/> _____ as _____ |
| <input type="checkbox"/> _____ as _____ | <input type="checkbox"/> _____ as _____ |

MASTER SYLLABUS

| | | |
|--|--|--|
| <p>Course UAS 210</p> | <p>Course title Construction Supervision III: Legal and Personnel Aspects</p> | |
| <p>Course description State the purpose and content of the course. Please limit to <u>500</u> characters.</p> | <p>This course is one of the series of courses for students enrolled in the Construction Supervision certificate and associate degree programs. This course introduces students to contract law, labor agreements, and other legal relationships as they apply to the construction industry. Students will examine issues related to managing human resources such as recruiting, pay incentives, evaluations, and training. Various aspects of career management will be highlighted.</p> | |
| <p>Course outcomes List skills and knowledge students will have after taking the course.</p> <p>Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.</p> | <p>Outcomes (applicable in all sections)</p> <p>By the end of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Recognize basic legal terms and concepts related to construction industry contracts and agreements and how they apply to supervisors and employees. 2. Recognize basic human resource management terms and concepts as used in the construction industry. 3. Identify basic principles of career management. | <p>Assessment Methods for determining course effectiveness</p> <hr/> <p>Item analysis of student responses to multiple choice and true/false questions on quizzes and exams</p> <hr/> <p>Item analysis of student responses to multiple choice and true/false questions on quizzes and exams.</p> <hr/> <p>Item analysis of student responses to multiple choice and true/false questions on quizzes and exams.</p> |
| <p>Course Objectives Indicate the objectives that support the course outcomes given above.</p> <p>Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.</p> | <p>Objectives (applicable in all sections)</p> <p>Recognize basic legal terms and concepts related to construction industry contracts and agreements and how they apply to supervisors and employees.</p> <ol style="list-style-type: none"> 1. Identify the structure of the legal system of the United States and where court jurisdiction applies. 2. Recognize the rules as specified by collective bargaining agreements, NLRA, LMRA, and ERISA and how the laws protect unions and union members. 3. Identify the distinction between benefit plans considering eligibility, vesting, costs and special provisions. 4. Identify types of bankruptcy, the chain of priorities, payment provisions and how the law relates to the construction project's contractor, and subcontractor. 5. Identify union organizing activity, the types of organizing, benefits, and what the law permits. <p>Recognize basic human resource management terms and concepts as used in the construction industry.</p> <ol style="list-style-type: none"> 1. Identify various employment techniques and compensation alternatives including fringe benefits. 2. Identify methods to supervise employee performance through job evaluations, employee performance evaluations, safety and training programs. | <p>Evaluation Methods for determining level of student performance of objectives</p> <hr/> <p>Student responses to multiple choice and true/false questions on quizzes and exams.</p> <hr/> <p>Student responses to multiple choice and true/false questions on quizzes and exams.</p> |

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| | Identify basic principles of career management. 1. Identify methods to advance in a career and how a construction supervisor can assist employees with these skills. 2. Recognize the purpose and consequences of goal setting, good work habits, and effective team participation. | Student responses to multiple choice and true/false questions on quizzes and exams. Evaluate student paragraph writing samples. |
|--|---|--|

List all new resources needed for course, including library materials.

Student Materials:

| | | |
|---|--|----------------------------------|
| List examples of types Texts Supplemental reading Supplies Uniforms Equipment Tools Software | All materials are shipped to the student following enrollment. Fee includes the textbooks: <u>Human Resource Management Essential Perspectives</u> , (Mathis & Jackson), and MCAA Collective Bargaining Guide and Legal Analysis, WCC DVD lectures, course manual, and shipping. | Estimated costs \$ 175.00 |
|---|--|----------------------------------|

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

| | |
|---|---|
| Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course. <input type="checkbox"/> Level I classroom Permanent screen & overhead projector <input type="checkbox"/> Level II classroom Level I equipment plus TV/VCR <input type="checkbox"/> Level III classroom Level II equipment plus data projector, computer, faculty workstation | <input type="checkbox"/> Off-Campus Sites <input type="checkbox"/> Testing Center <input type="checkbox"/> Computer workstations/lab <input type="checkbox"/> ITV <input checked="" type="checkbox"/> TV/VCR <input type="checkbox"/> Data projector/computer <input checked="" type="checkbox"/> Other <u>Webserver (Blackboard)</u> |
|---|---|

Assessment plan:

| Learning outcomes to be assessed (list from Page 3) | Assessment tool | When assessment will take place | Course section(s)/other population | Number students to be assessed |
|---|--|--|------------------------------------|--------------------------------|
| Recognize basic legal terms and concepts related to construction industry contracts and agreements and how they apply to supervisors and employees. | Item analysis of student responses to multiple choice and true/false questions on quizzes and exams. | Fall 2009 and every three years thereafter | All | 20 randomly selected |
| Recognize basic human resource management terms and concepts as used in the construction industry. | Item analysis of student responses to multiple choice and true/false questions on quizzes and exams. | Fall 2009 and every three years thereafter | All | 20 randomly selected |
| Identify basic principles of career management. | Item analysis of student responses to multiple choice and true/false questions on quizzes and exams. | Fall 2009 and every three years thereafter | All | 20 randomly selected |

MASTER SYLLABUS**Scoring and analysis of assessment:**

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric.

Quizzes and exams will be evaluated against the answer sheet.

2. Indicate the standard of success to be used for this assessment.

80% of students will score an overall average of 80% or higher on the assessment related questions.

3. Indicate who will score and analyze the data.

The UAS Manager will coordinate the assessment, scoring and analysis of data.

4. Explain the process for using assessment data to improve the course.

Assessment will be shared with the appropriate UA management team and all UAS faculty soliciting suggestions for improvement. The UAS Manager will work with UAS faculty to make needed changes to improve course content and student performance.

MASTER SYLLABUS

Course Discipline Code & No: UAS 210 Title: Construction Supervision III: Legal and Personnel Aspects Effective Term S/S 06
 Division Code: HAT Department Code: UAS Org #: 28300
 Don't publish: College Catalog Time Schedule Web Page

Reason for Submission. Check all that apply.
 New course approval Reactivation of inactive course
 Three-year syllabus review/Assessment report Inactivation (Submit this page only.)
 Course change

Change information: Note all changes that are being made. Form applies only to changes noted.

| | |
|--|---|
| <input type="checkbox"/> Consultation with all departments affected by this course is required. | <input type="checkbox"/> Total Contact Hours (total contact hours were: _____) |
| <input type="checkbox"/> Course discipline code & number (was _____)* *Must submit inactivation form for previous course. | <input type="checkbox"/> Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____) |
| <input type="checkbox"/> Course title (was _____) | <input type="checkbox"/> Pre-requisite, co-requisite, or enrollment restrictions |
| <input type="checkbox"/> Course description | <input type="checkbox"/> Change in Grading Method |
| <input type="checkbox"/> Course objectives (minor changes) | <input type="checkbox"/> Outcomes/Assessment |
| <input type="checkbox"/> Credit hours (credits were: _____) | <input type="checkbox"/> Objectives/Evaluation |
| | <input type="checkbox"/> Other _____ |

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson New resources needed All relevant departments consulted

Print: Gloria Eccleston Signature: Gloria Eccleston Date: 6/28/06
 Faculty/Preparer

Print: ~~Doreen Welch~~ Signature: _____ Date: _____
 Department Chair

Division Review by Dean
 Request for conditional approval

Recommendation Yes No _____
 Dean's/Administrator's Signature Date

Curriculum Committee Review
 Recommendation _____
 Tabled Yes No _____
 Curriculum Committee Chair's Signature Date

Vice President for Instruction Approval
 Signature: Roger M. Palady Date: 6/28/06
 Vice President's Signature

Approval Yes No Conditional (need to re-work p.3)

Do not write in shaded area.
 Log File 6/28/06 Copy Banner 7/6 C&A Database 7/6 C&A Log File 7/6 Basic skills Contact fee

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

MASTER SYLLABUS

***Complete ALL sections which apply to the course, even if changes are not being made.**

| | |
|------------------------|--|
| Course: UAS 210 | Course title: Construction Supervision III: Legal and Personnel Aspects |
|------------------------|--|

| | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-------------------|----------------|-------------------|----------|-----------|-------|------|-------|-------|-----------|-------|-------|------------|-------|-------|--------|-------|-------|----------------|-------|-------|--|---|
| Credit hours: <u>3</u> If variable credit, give range: _____ to _____ credits | Contact hours per semester: <table style="width:100%"> <tr> <td></td> <td style="text-align:center"><u>Student</u></td> <td style="text-align:center"><u>Instructor</u></td> </tr> <tr> <td>Lecture:</td> <td style="text-align:center"><u>45</u></td> <td style="text-align:center">_____</td> </tr> <tr> <td>Lab:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Clinical:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Practicum:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Other:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Totals:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> </table> | | <u>Student</u> | <u>Instructor</u> | Lecture: | <u>45</u> | _____ | Lab: | _____ | _____ | Clinical: | _____ | _____ | Practicum: | _____ | _____ | Other: | _____ | _____ | Totals: | _____ | _____ | Are lectures, labs, or clinicals offered as separate sections? <input type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input checked="" type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section | Grading options: <input type="checkbox"/> P/NP (limited to clinical & practica) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades |
| | <u>Student</u> | <u>Instructor</u> | | | | | | | | | | | | | | | | | | | | | | |
| Lecture: | <u>45</u> | _____ | | | | | | | | | | | | | | | | | | | | | | |
| Lab: | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | |
| Clinical: | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | |
| Practicum: | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | |
| Other: | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | |
| Totals: | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | |

Prerequisites. Select one:

College-level Reading & Writing Reduced Reading/Writing Scores
(Add information at Level I prerequisite)

No Basic Skills Prerequisite
(College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

| Course | Grade | Test | Min. Score | Concurrent Enrollment <small>(Can be taken together)</small> | Corequisites <small>(Must be enrolled in this class also during the same semester)</small> |
|--|-------|-------|------------|---|---|
| <input type="checkbox"/> and <input type="checkbox"/> or _____ | _____ | _____ | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> and <input type="checkbox"/> or _____ | _____ | _____ | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> and <input type="checkbox"/> or _____ | _____ | _____ | _____ | <input type="checkbox"/> | _____ |

Level II (enforced by instructor on first day of class)

| Course | Grade | Test | Min. Score |
|--|-------|-------|------------|
| <input type="checkbox"/> and <input type="checkbox"/> or _____ | _____ | _____ | _____ |
| <input type="checkbox"/> and <input type="checkbox"/> or _____ | _____ | _____ | _____ |

Enrollment restrictions (In addition to prerequisites, if applicable.)

and or Consent required and or Admission to program required and or Other (please specify):

Program: Admission to Construction Supervision Program and UAS III

Please send syllabus for transfer evaluation to:
 Conditionally approved courses are not sent for evaluation.
 Insert course number and title you wish the course to transfer as.

| | |
|--|---|
| <input type="checkbox"/> E.M.U. as _____ | <input type="checkbox"/> _____ as _____ |
| <input type="checkbox"/> U of M as _____ | <input type="checkbox"/> _____ as _____ |
| <input type="checkbox"/> _____ as _____ | <input type="checkbox"/> _____ as _____ |

MASTER SYLLABUS

| | | |
|--|--|---|
| <p>Course UAS 210</p> | <p>Course title Construction Supervision III: Legal and Personnel Aspects</p> | |
| <p>Course description State the purpose and content of the course. Please limit to <u>500</u> characters.</p> | <p>This course is the third in a series of five courses for students enrolled in the United Association Construction Supervision certificate and associate degree programs. This course introduces students to the law of contracts, certain aspects of labor agreements, and other legal relationships as they apply to the construction industry. Additionally, in this course students will explore personnel issues such as recruiting, pay incentives, evaluations, and training. Finally students will understand various aspects related to managing their careers.</p> | |
| <p>Course outcomes List skills and knowledge students will have after taking the course.</p> <p>Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.</p> | <p>Outcomes (applicable in all sections)</p> <p>By the end of this course students will be able to:</p> <ul style="list-style-type: none"> Identify how the legal system and labor laws affect the supervisors role in the construction industry. Examine the supervisory role in managing human resources. | <p>Assessment Methods for determining course effectiveness</p> <hr/> <p>Item analysis of student responses to prompts in an evaluative setting.</p> <hr/> <p>Item analysis of student responses to prompts in an evaluative setting.</p> |
| <p>Course Objectives Indicate the objectives that support the course outcomes given above.</p> <p>Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.</p> | <p>Objectives (applicable in all sections)</p> <p>Identify the legal system and labor laws By the end of this course students will be able to:</p> <ul style="list-style-type: none"> Define the structure of the legal system of the United States. Adhere to the rules as specified by collective bargaining agreements, NLRA, LMRA, and ERISA. Articulate the concepts of contract agreements, payment alternatives, and bankruptcy issues. <p>Examine the supervisory role in managing human resources By the end of this course students will be able to:</p> <ul style="list-style-type: none"> Distinguish among the various employment techniques and compensation alternatives including fringe benefits. Supervise employee performance through job evaluations, employee evaluations, safety and training programs. Associate how they can further their careers and be role models for others through goal setting, good work habits, and effective team participation. | <p>Evaluation Methods for determining level of student performance of objectives</p> <hr/> <p>Item analysis of student responses to prompts in an evaluative setting.</p> <hr/> <p>Item analysis of student responses to prompts in an evaluative setting.</p> |

MASTER SYLLABUS

List all new resources needed for course, including library materials.

Student Materials:

| | | |
|--|--|--|
| <p>List examples of types</p> <ul style="list-style-type: none"> Texts Supplemental reading Supplies Uniforms Equipment Tools Software | <p>All materials are shipped to the student following enrollment. Fee includes the textbooks: <u>Human Resource Management Essential Perspectives</u>, (Mathis & Jackson), and MCAA Collective Bargaining Guide and Legal Analysis, WCC DVD lectures, course manual, and shipping.</p> | <p>Estimated costs</p> <p>\$ 175.00</p> |
|--|--|--|

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

| | |
|---|--|
| <input type="checkbox"/> Level I classroom Permanent screen & overhead projector | <input type="checkbox"/> Off-Campus Sites <input type="checkbox"/> Testing Center <input type="checkbox"/> Computer workstations/lab <input type="checkbox"/> ITV <input checked="" type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Level II classroom Level I equipment plus TV/VCR | <input type="checkbox"/> Data projector/computer <input checked="" type="checkbox"/> Other <u>Webserver (Blackboard)</u> |
| <input type="checkbox"/> Level III classroom Level II equipment plus data projector, computer, faculty workstation | |

Assessment plan:

| Learning outcomes to be assessed (list from Page 3) | Assessment tool | When assessment will take place | Course section(s)/other population | Number students to be assessed |
|--|---|---------------------------------|------------------------------------|--------------------------------|
| Identify how the legal system and labor laws affect the supervisors role in the construction industry. | Item analysis of student responses to prompts in an evaluative setting. | Fall 2009 | All | 20 |
| Examine the supervisory role in managing human resources. | Item analysis of student responses to prompts in an evaluative setting. | Fall 2009 | All | 20 |

MASTER SYLLABUS

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric.

Student responses to prompts in an evaluative setting will be tabulated to number and percentage of students giving an acceptable number of correct responses to questions linked with each stated learning outcome.

2. Indicate the standard of success to be used for this assessment.

80% of students will provide at least 85% correct responses for the two stated outcomes.

3. Indicate who will score and analyze the data.

The UAS Department Chair will coordinate the assessment plan and tabulate the results.

4. Explain the process for using assessment data to improve the course.

The assessment will be shared with the appropriate UA management team and all UAS faculty. The Chair will solicit suggestions for improving the results and will work with UAS faculty to make needed changes to improve course content and student performance.