



Santa Ana College

1530 West 17th Street, Santa Ana, California 92706

Business Division

Legal Studies/Paralegal SLO Assessment

Date: 4-13-18

Semester of Assessment: Fall 2017

Course: Para 121

SLO assessed	Students will use proper citations when gathering information. <ol style="list-style-type: none">1. Citations will be in proper format.2. Citations will be to California authority when appropriate.
Method of assessment	Various assignments have the citations assessment embedded. The appropriate assignments require students to cite their sources.
Results	60% of the course completers met or exceeded mastery. When student cite sources they are done correctly. The issue is when a citation is required.
Action taken	Continue to require students to cite their sources. The instructions will be revised to include when sources of information need to be assessed. Para 101 will require a citation to all sources for the final project. The final project in Para 121 will require proper citations.
Follow Up	Reassess Fall 18.
Resources Needed	No additional resources.



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SLO assessed	Students will demonstrate the ability to follow instructions.
Method of assessment	Each assignment rubric assesses the student's ability to follow the instructions.
Results	75% of the course completers met or exceeded mastery. 25% were near mastery.
Action taken	Continue to require student strictly follow the instructions.
Follow Up	Reassess Fall 18.
Resources Needed	No additional resources.



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SLO assessed	Students will demonstrate the ability to keep ethical time and billing records.
Method of assessment	There is a semester long time and billing assignment. There is a final billing assignment incorporating the weekly student time sheets.
Results	75% of the course completers met or exceeded mastery
Action taken	The issue with students who did not meet mastery was their failure to complete the weekly assignment. The instructor will review on a weekly basis if the time entries are being made and communicate with students who are not meeting the weekly schedule.
Follow Up	Reassess Fall 18.
Resources Needed	No additional resources.



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SLO assessed	Students will independently manage their time and complete assignments and tasks in a timely manner. Students will understand and meet deadlines.
Method of assessment	Each assignment rubric assesses the student's ability to meet deadlines.
Results	80% of the course completers met or exceeded mastery
Action taken	Continue to require student strictly meet deadlines. Announcements on importance of deadlines will be incorporated into the class. Deadlines are included in the FAQ and syllabus.
Follow Up	Reassess Fall 18.
Resources Needed	No additional resources.