Institutional Effectiveness Planning/Reporting Form

Administrative Unit

Unit: Career Services       Division: Enrollment Management      By: Tashaye Byrdsong Woods  Year: 2011-2012

Unit Purpose Statement: To help you build on your academic experience by providing timely, practical and customized career information. We strive to motivate you and facilitate your vocational ingenuity. Our services will be the bridge between academic achievement and lifelong success. We will actively offer career counseling for students and alumni to assist each person in gaining self-awareness regarding goals and preferences, and to use that awareness in decision-making related to career planning and professional development. We seek to provide individual appointments to provide assistance in setting career goals, to review majors and occupation that match interests and abilities, and to help students plan for and obtain career related experience prior to graduation.

<table>
<thead>
<tr>
<th>Unit Objectives (Program Outcomes)</th>
<th>Expected Outcomes and Assessment Tools</th>
<th>Actual Assessment Results</th>
<th>Use of Results (Changes Implemented)</th>
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</thead>
</table>
| 1). Revise graduate school and employer participation in annual Career and Graduate School Fair so as to increase opportunities for student exposure and increase placement | A). Increase student internship placement prevalence by 3% over previous year.  
B). Increase student participation in Fair by 5%.  
B. Goal Exceeded. student Participation increased by 9%.  