

**INTERNSHIP PROGRAMS
CAS ACTION PLAN
Spring 2014**

Step 1	Step 2	Step 3		
Standard Number	Action Description	Position Responsible	Target Completion	Date Completed
Part 1: MISSION				
1.2.2 regularly reviews its mission	mission statement will be made on an as-needed basis.	Associate Director and Director	7/24/2014	
Part 2: PROGRAM				
2.3.1 assesses relevant and desirable student learning and development	assessment of student learning and development will take place on a semesterly basis in the form of site visits, reflective writing (for some internships)	Associate Director	Spring 2015	
2.3.2 provides evidence of impact on outcomes	reflective writing will evidence impact	Associate Director	Spring 2015	
2.3.3 articulates contributions to or support of student learning and development in the domains not specifically assessed	reflective writing and interviews of employers/students during site visits	Associate Director	Spring 2015	
2.3.5 uses evidence gathered through assessment to create strategies for improvement	evidence collected through the reflective writing, site visits/interviews	Associate Director	Spring 2015	
2.4.2 guided by theories and knowledge of learning and development	application of John Krumboltz's Career Theory and John Holland's RIASEC Theory	Associate Director	Spring 2015	
2.4.3 integrated into the life of the institution	collaborations with other departments will provide integration into the life of the institution	Associate Director	Spring 2015	
2.4.4 reflective of developmental and demographic profiles of the student population	As Career Counselors work with the students to select sites, information from student profiles will indicate development and demographic information	Associate Director	Spring 2015	

2.6.2 encourage the learner to test assumptions and hypotheses about the outcomes of decisions and actions taken, then weigh outcomes against past learning and consider implications	This already takes place during career counseling sessions; it can be measured through the reflective writing and student interviews	Associate Director	Spring 2015	
Part 3: LEADERSHIP				
3.1.4 functional work flow graphics or organizational charts demonstrating clear channels of authority	creation of an organizational chart	Director	14-Oct	
3.2.1 articulate a vision and mission that drive short- and long-term planning	creation of vision and mission statements specific to internship program	Director	14-Dec	
3.2.2 set goals and objectives based on the needs of the population served and desired student learning or development and program outcomes	creation of goals and objectives specific to the needs of the internship program	Director	14-Dec	
3.3.3 empower professional, support, and student staff to accept leadership opportunities	articulate via memorandum or email to professional, support, and student staff the leadership opportunities available to them	Director	14-Dec	
Part 4: HUMAN RESOURCES				
4.1 The Internship Program (IP) is staffed adequately to accomplish mission and goals	hire Assistant Director, Employer Relations to oversee internship program	Director	Aug-14	
4.7.1 are carefully selected, trained, supervised, and evaluated	job postings for small business intern and Assistant Director are placed in appropriate job databases/journals to attract	Director	14-Aug	
4.7.3 are provided clear job descriptions, pre-service training based on assessed needs, and continuing development	job postings for small business intern and Assistant Director are placed in appropriate job databases/journals to attract candidates; search committee is implemented to select candidates; training process will be formalized to ensure quality; supervision and evaluation of staff will be documented by director	Director	14-Aug	

Part 12: ASSESSMENT and EVALUATION

12.1.1 document achievement of stated goals and learning outcomes	Achievement of goals and learning outcomes will be documented on the CSO online job database	Associate Director	Spring 2015	
12.1.2 demonstrate accountability	internship program outcomes	Associate Director	Spring 2015	
12.1.3 provide evidence of improvement	Evidence of improvement will be documented in the form of reflective writing results, statistics of internship opportunities,	Associate Director	Spring 2015	
12.1.4 describe resulting changes	Director	Associate Director	Spring 2015	