

CIS/Accounting/Business Internship Classes CATEP Pre/Post-Questionnaire Results

One of the goals of the CATEP grant is to provide internships for ICT students that will be supporting the high-growth Aerospace, BioScience, Energy, and ICT companies in the Colorado region. Since internship programs already exist at ACC for Accounting, Business, and CIS students, a “piggy-back” methodology is used to incorporate and emphasize Employability Skills for those internship classes. Using a Pre- and Post-questionnaire tool, students are asked 17 questions that relate to the Employability Skills addressed in the grant. These skills are:

- Verbal/written communication skills
- Critical thinking/problem-solving skills
- Teamwork and collaboration skills
- Contextual knowledge of work responsibilities
- Self-management/motivation skills

These CATEP-specific Employability (or “soft”) Skills (shown in red) were incorporated into the course syllabus for each of these internship classes as follows:

Course Objectives:

In successfully completing this course, the student will accomplish the following:

1. Interview for and obtain employment in a field related to their degree program.
2. Determine whether the selected field is appropriate to their abilities, personality, interest, etc.
3. Establish a sound work record with their employer.
4. Acquire practical (on-the-job) knowledge about their chosen field.
5. Demonstrate the ability to work with people (employer, other employees, and customers). **Utilize soft skills such as teamwork, written/verbal communication, and problem-solving.**
6. Demonstrate the integration of their classroom knowledge with their on-the-job learning.
7. Demonstrate the characteristics necessary for advancement in their chosen field. **If applicable, include soft skills such as teamwork, written/verbal communication, problem-solving, self-management/motivation, and contextual knowledge of work responsibilities in one of your objectives.**

Learning Objective Paper:

Student must set three learning objectives with their supervisor. The objectives should be specific, attainable, and measurable. **One learning objectives should include soft skills such as teamwork, written/verbal communication, problem-solving, self-management/motivation, and contextual knowledge of work responsibilities.** The paper must be signed and dated by the student and the supervisor and submitted to the instructor for approval.

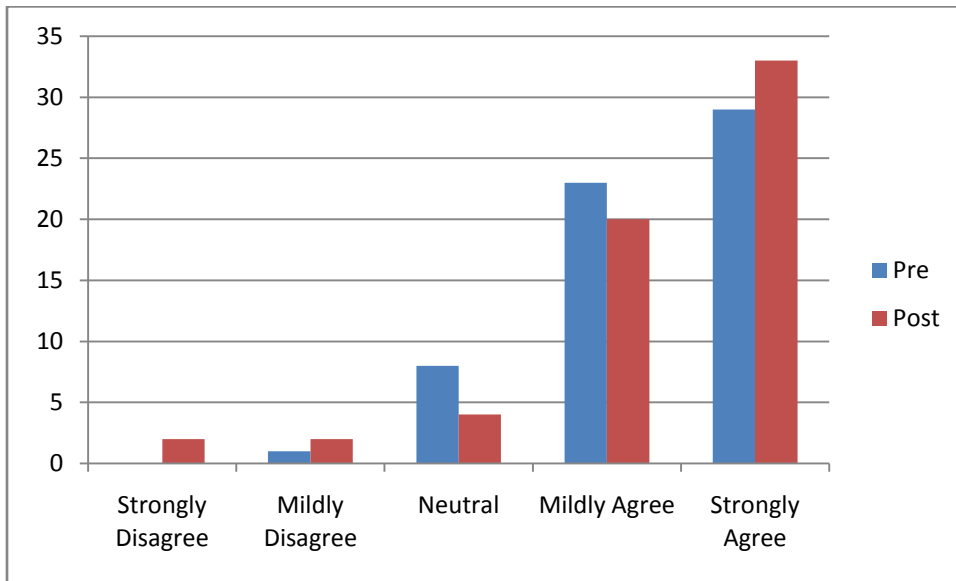
Competency-based Objectives:

| No. | Competency |
|-----|--|
| 1 | Demonstrate the ability to work with people (employer, other employees, and customers). Utilize soft skills such as teamwork, written/verbal communication and problem solving. |
| 2 | Demonstrate the characteristics necessary for advancement in their chosen field. Include soft skills such as teamwork/collaboration, written/verbal communication, self-motivation/initiative, and problem solving/critical thinking in one of your objectives. |

Following are the 17 questions asked at the beginning of the class and then repeated after the student completed the internship. Only data for students completing both Pre- and Post-Questionnaires are included (61 total).

Question #1:

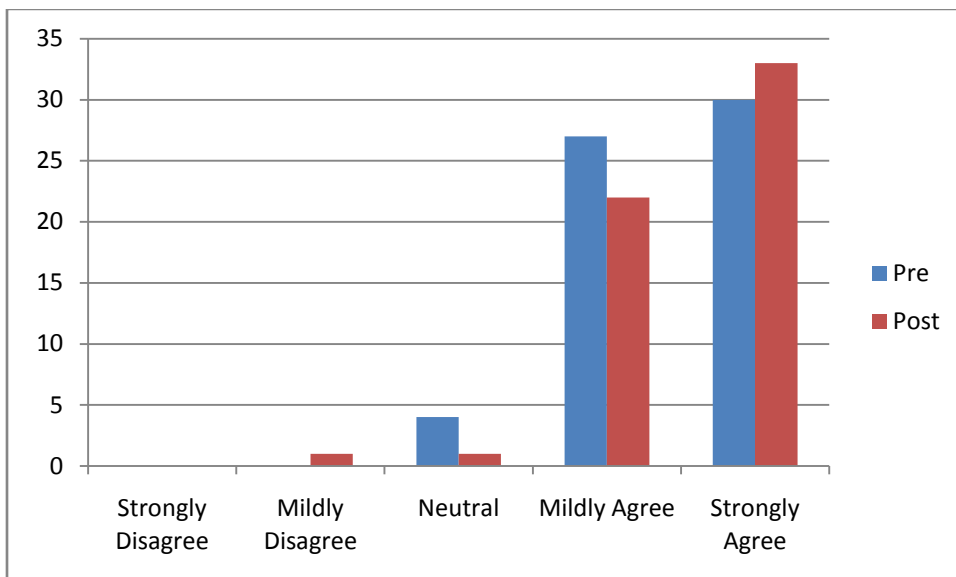
My writing skills are important to performing well on this job.



Summary analysis: Mild shift to “Strongly Agree”

Question #2:

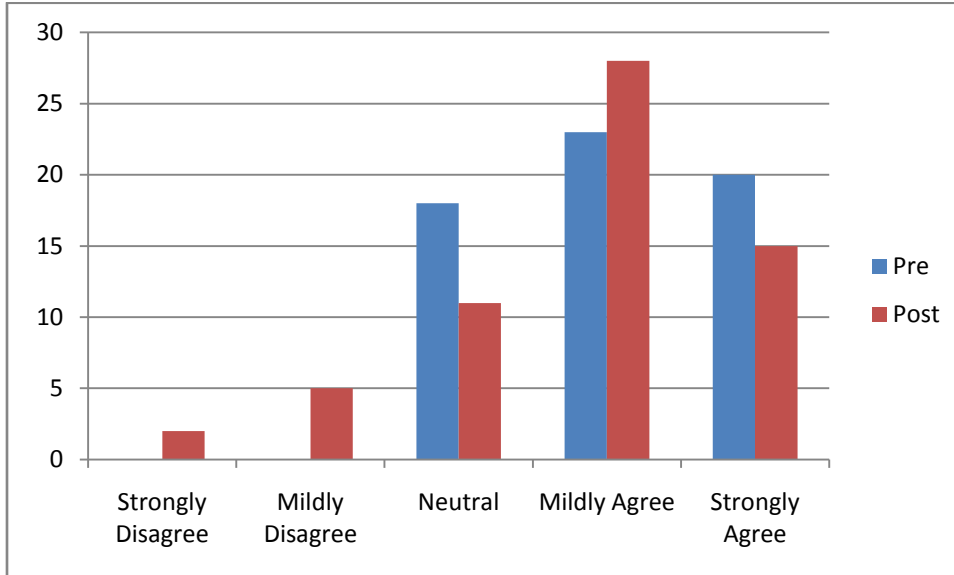
My writing skills are sufficient for this job.



Summary analysis: Mild shift to “Strongly Agree”

Question #3:

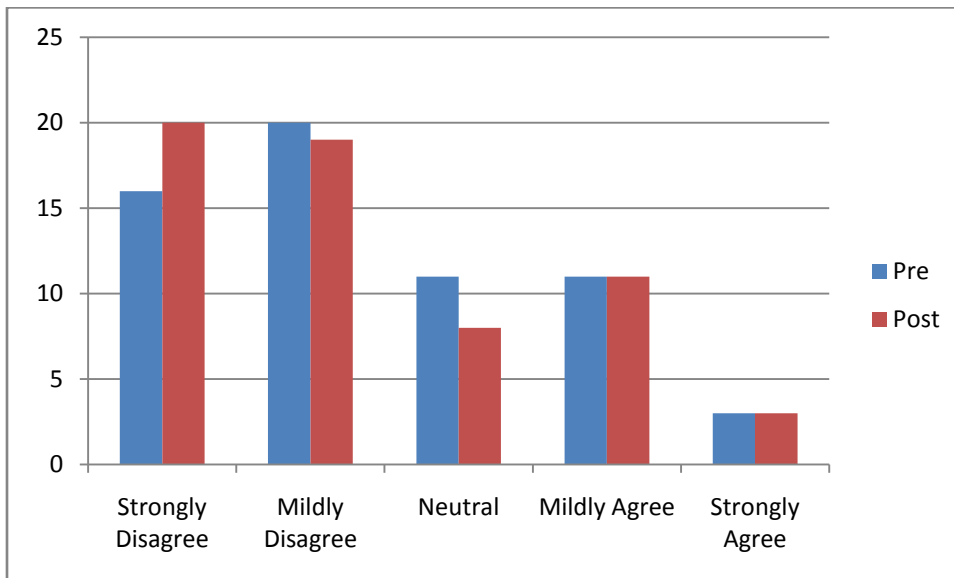
Writing skills are important to progressing rapidly in this company.



Summary analysis: Mild shift to “Mildly Agree”

Question #4:

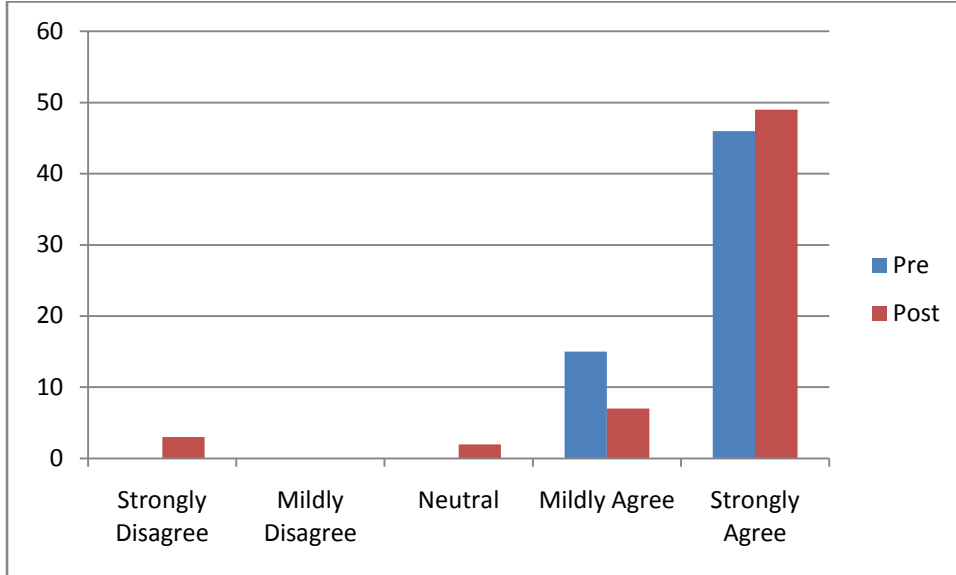
Quality of writing does not have a big impact on on-the-job performance evaluation.



Summary analysis: Slight shift to “Strongly Disagree”

Question #5:

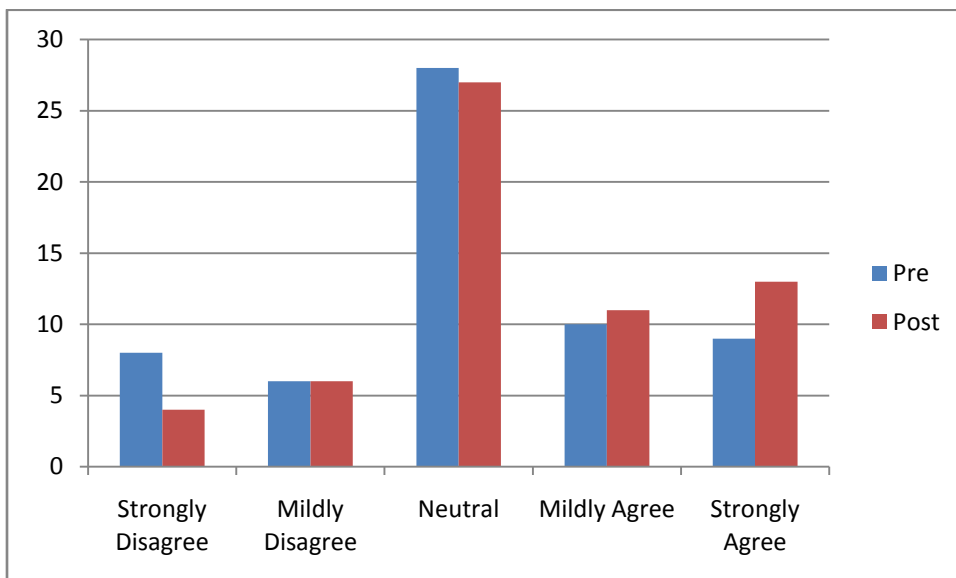
It is important that I can orally communicate effortlessly, meticulously, and thoroughly with my co-workers and management in order to be successful



Summary analysis: Slight shift to “Strongly Disagree”

Question #6:

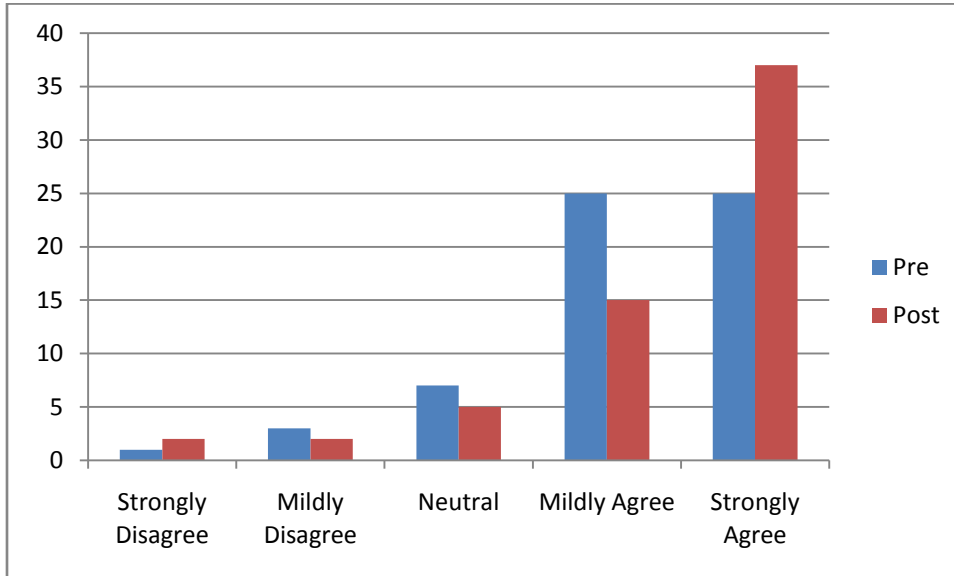
My oral presentation skills when presenting PowerPoint slides are important to performing well on this job.



Summary analysis: Slight shift to agreement

Question #7:

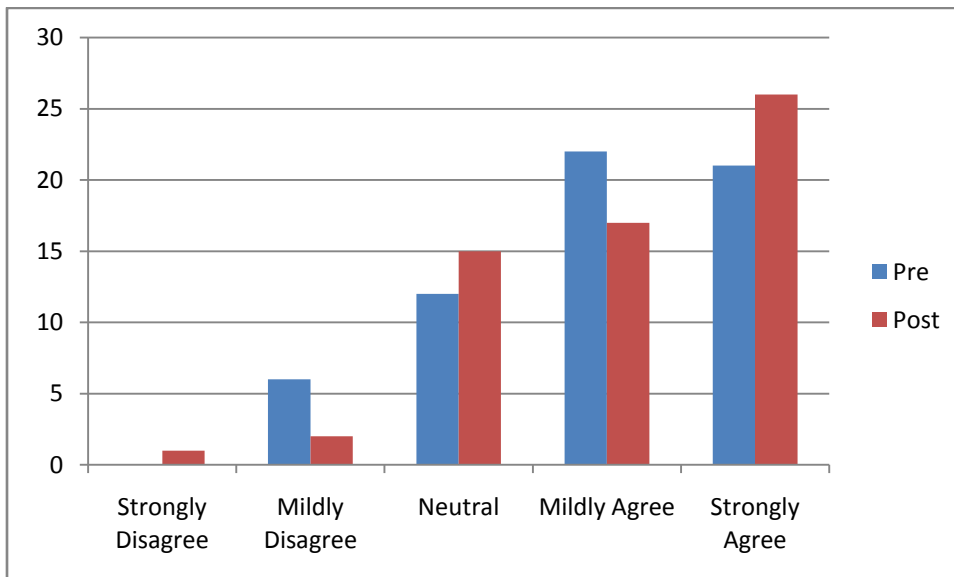
My oral presentation skills when talking in or to a group are important to performing well on this job.



Summary analysis: Significant shift from “Mildly Agree” to “Strongly Agree”

Question #8:

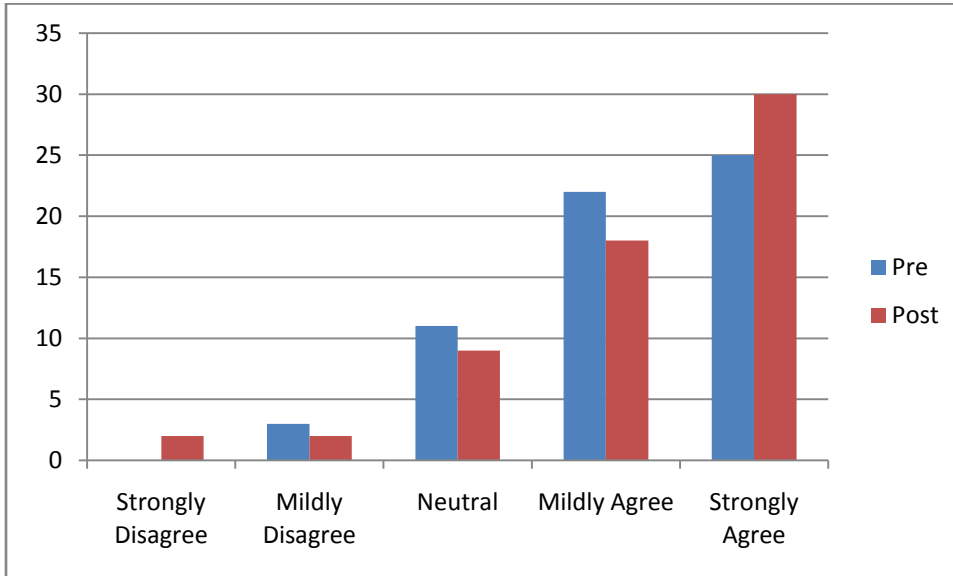
My presentation skills could be an important factor in progressing rapidly in this company.



Summary analysis: Mild shift from “Mildly Agree” to “Strongly Agree”

Question #9:

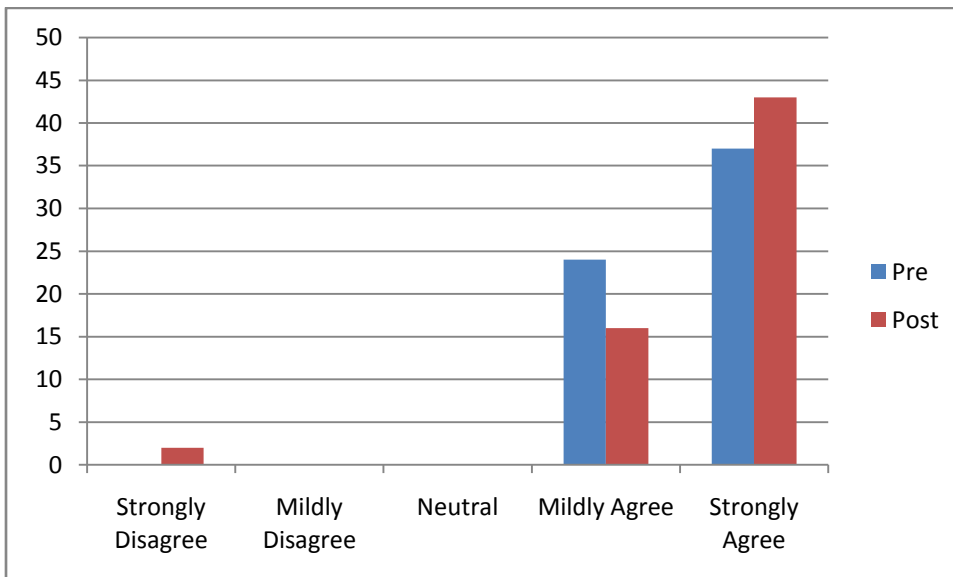
I like to work on teams or in groups to solve problems



Summary analysis: Mild shift from “Mildly Agree” to “Strongly Agree”

Question #10:

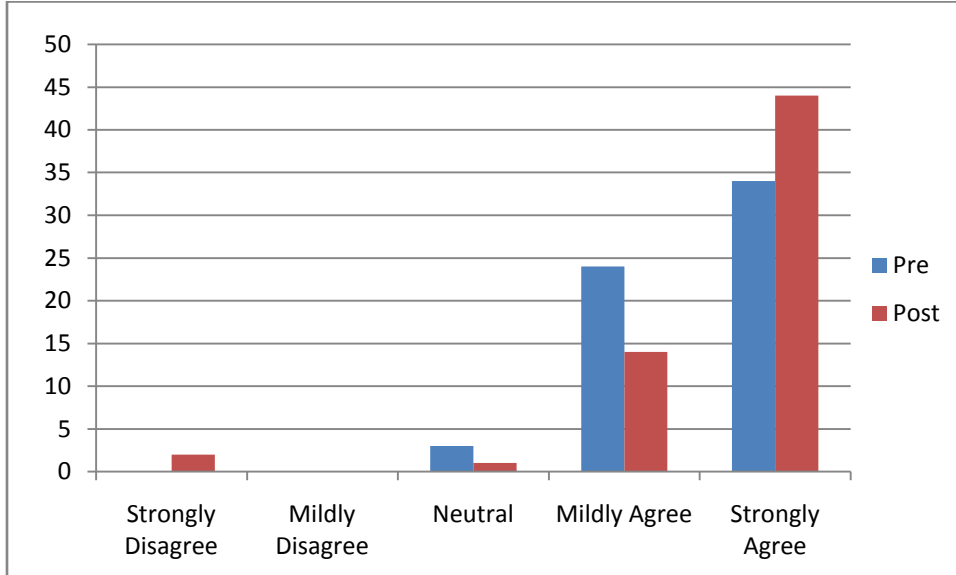
I am a good “team player” (based on YOUR definition/criteria).



Summary analysis: Significant shift from “Mildly Agree” to “Strongly Agree”

Question #11:

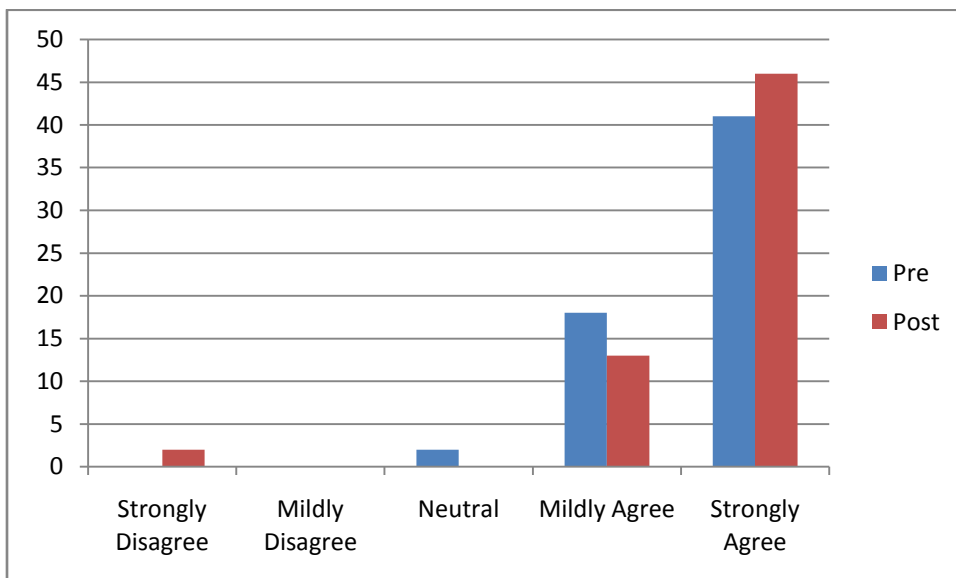
When working in a team environment, teammates and/or co-workers think that I am a good team player.



Summary analysis: Significant shift from “Mildly Agree” to “Strongly Agree”

Question #12:

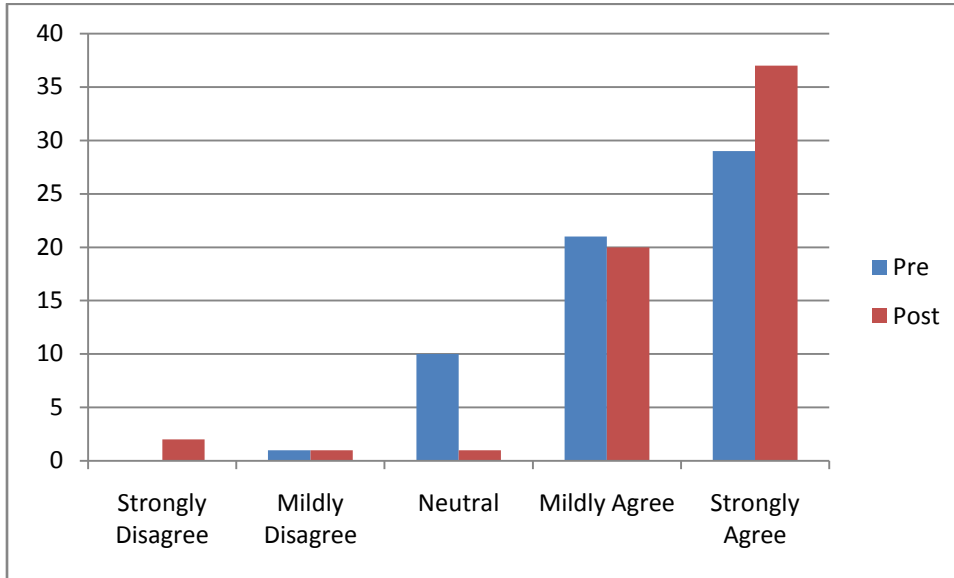
Collaboration between team members and/or other co-workers is essential for analyzing and solving problems.



Summary analysis: Mild shift from “Mildly Agree” to “Strongly Agree”

Question #13:

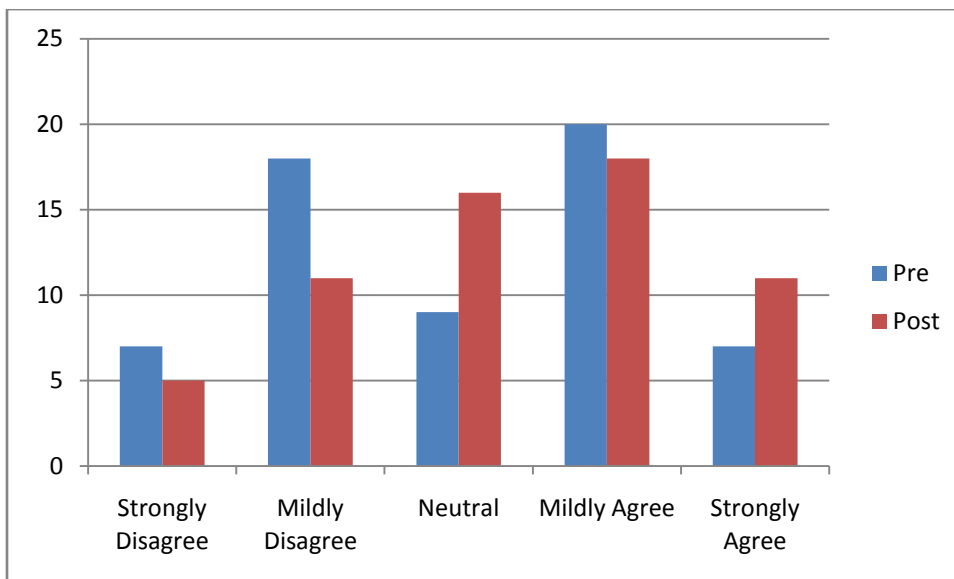
I like to collaborate with others in order to solve problems.



Summary analysis: Mild shift to “Strongly Agree”

Question #14:

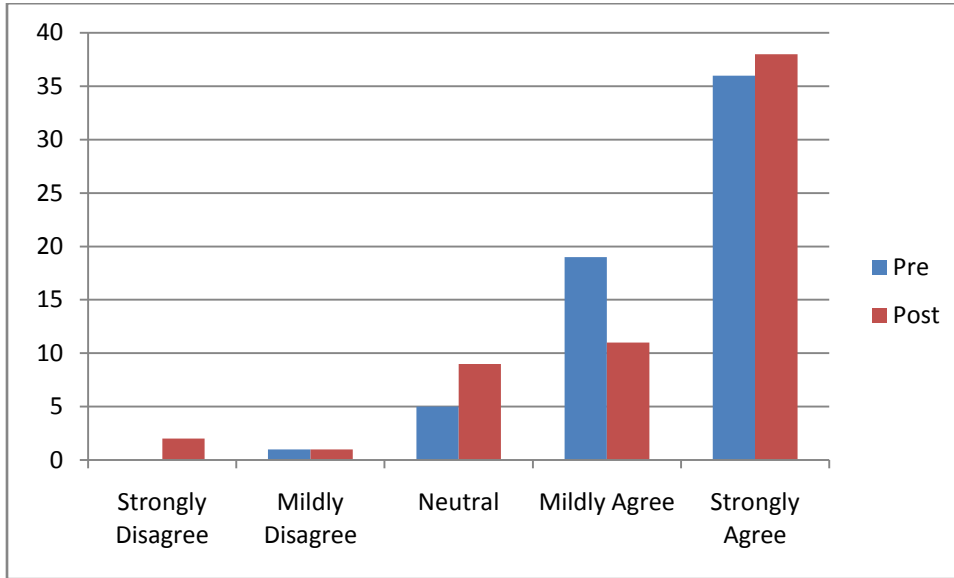
I think that all of the people on a team should receive equal “rewards and recognition” regardless of their responsibilities and/or performance.



Summary analysis: Mild shift towards agreement

Question #15:

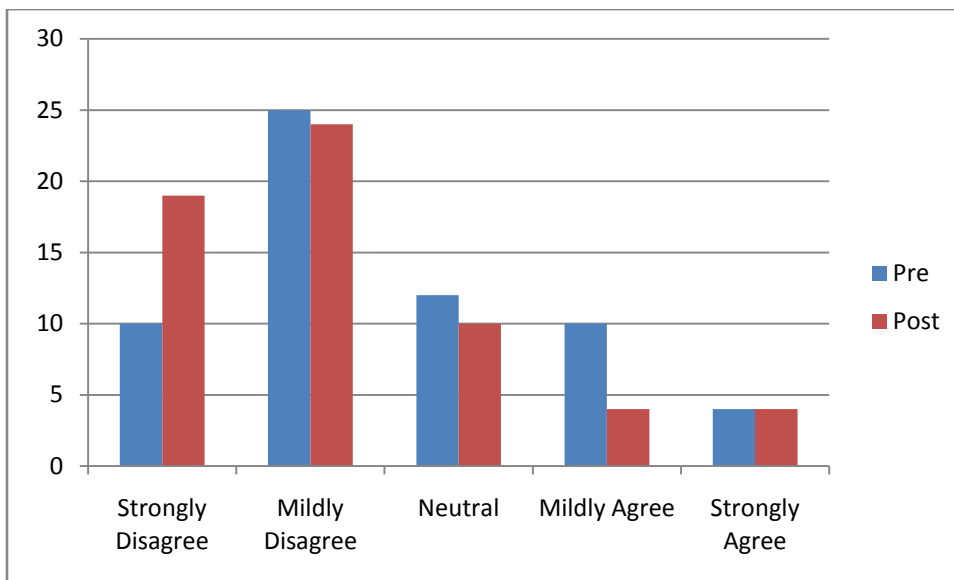
My ability to use problem-solving skills and “think on my feet” is critical to success in this internship position.



Summary analysis: Slight shift to “Strongly Agree”

Question #16:

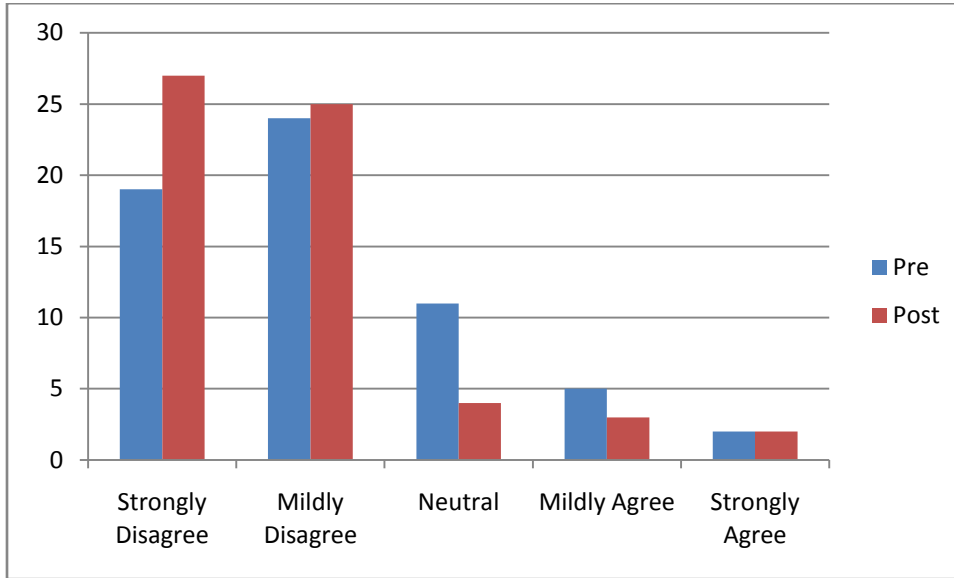
I only need technical skills that are specific to this internship position in order to perform well.



Summary analysis: Significant shift to “Strongly Disagree”

Question #17:

I do not really need to know much about how other departments or teams in the company function in order for me to perform well in this internship position.



Summary analysis: Significant shift to agreement