

## **ASSESSMENT PLANNING FORM**

Complete this form if your program has not conducted an assessment and is in the planning stage of assessment.

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**Program Name: APEX (Advising and Professional Excellence)**

**Unit: Law**

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**1. Program goals and mission statement are as follows: [2-6 goals recommended]**

- a. Engage an extended network of resources to assist you, including professors, on-campus resources and experts, as well as professional development training for career services personnel
- b. Provide individual counseling to each student to help you develop career goals and explore and expand career options
- c. Encourage professional development through programming and network opportunities
- d. Engage law school administration and faculty to discover opportunities for graduates and improve the dissemination and collection of information about career opportunities in Hawai'i, on the mainland and in other countries

**2. The program's student learning outcomes are as follows: [3-8 learning outcomes recommended]**

- a. Students will recognize the importance and behaviors that carry out the ethical practice of law.
- b. Students will recognize the importance of having a strong sense of justice.
- c. Students will recognize the importance of public service as part of their professional responsibility.
- d. Students will learn and practice what it means to be professional.
- e. Students will learn and practice what it means to be an effective leader.
- f. Students will learn strategies to make successful career choices.

**3. Provide the program's activity map or equivalent graphic.**

A "program activity map" illustrates which program services/activities help clients meet the intended program-level student learning outcomes.

This summer we engaged in workshops and focus groups to develop the learning objectives and guide the planning for this program. We do not yet have a program activity map

**4. Where are the following items published or how are they distributed to students?**

Examples: published in the UHM Catalog, on the unit website, in Program Annual Reports, in brochures; distributed during student orientation, advising sessions, via email.

<b>ITEM</b>	<b>Publication Location or Distribution</b>
Program mission/goals	<b>Law.hawaii.edu/career [- Apex brochure</b>
Program student learning outcomes	<b>Not published</b>
Program activity map or equivalent graphic	

5. **Assessment Timeline and Lead People.** Describe the program's multi-year timeline for assessing all program student learning outcomes and using assessment results. Also, identify potential lead people.

By December 1 we will finalize our learning objectives and mapping. We will have assessment tools in place by February 1. The program will launch in September.

Lead People:

Laurie Arial Tochiki

Cynthia Quinn

Amy Ono

6. **Other important information**