**CO-CURRICULAR 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:** Student Academic Services  
**Unit:** TIM  
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1. **Program goals and mission statement are as follows:** [2-6 goals recommended]
   - Provide students with academic and career guidance, as well as opportunities to contribute to their community through service.
   - Provide students with opportunities to enhance their leadership and management skills through other co-curricular activities, including student clubs, community service and mentor-networking events.
   - Administrate academic recognition of student performance through awards, scholarships and achievements.

2. **The program’s student learning outcomes are as follows:** [3-8 learning outcomes recommended]
   - Students will be able to develop and implement an academic course plan.
   - Students will understand the importance of a TIM degree and its role in their future career success.
   - Students will be able to enhance their leadership and management skills through their participation in co-curricular activities and school events.

3. **Provide the program’s activity map or equivalent graphic.**
   We are currently in the planning stages of developing an activity map to help assess our programs goals and outcomes.

4. **Where are the following items published or how are they distributed to students?**
   We are currently working on updating all TIM branding pieces and will notify students through email once these are completed.

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.
   The TIM School’s Director of Students Services will likely take the lead on this project. We are hoping to assess one to two outcomes a year and making any necessary changes when needed.

6. **Other important information**
   The TIM School’s Student Academic Services is still in the planning stages of the assessment project. We hope to have a full plan ready to implement by Spring or Summer 2011