Mission Statement

The primary mission of the National Technical Institute for the Deaf is to provide deaf and hard-of-hearing students with outstanding state-of-the-art technical and professional education programs, complemented by a strong arts and sciences curriculum, that prepare them to live and work in the mainstream of a rapidly changing global community and enhance their lifelong learning.

Secondarily, NTID prepares professionals to work in fields related to deafness; undertakes a program of applied research designed to enhance the social, economic and educational accommodation of deaf people; and shares its knowledge and expertise through outreach and other information dissemination programs.

Outcomes and Measures

Administrative Support Technology AAS Program Outcome Set

Develop a high degree of technical competence in order to gain entry-level employment in an administrative support position

| Course level; Direct - Student Artifact |
| Details/Description: |
| Acceptable Benchmark: 95% of students will type with speed/accuracy at a net speed of 40+ words per minute with 5 errors or less. |
| Implementation Plan (timeline): At the end of each semester when Integrated Document Production is offered. |
| Key/Responsible Personnel: Department Program Coordinator |

| Choose and apply appropriate computer software to effectively and accurately produce business documents | Measure: 1) Business Graphics [NAST-225] - e-Portfolio Review |
| Course level; Direct - Portfolio |
| Details/Description: |
| Acceptable Benchmark: 90% of students will earn an acceptable rating score averaging 80% or higher on e-Portfolio rubric. |
| Implementation Plan (timeline): At the end of each semester when Business Graphics is offered. |
| Key/Responsible Personnel: Department Program Coordinator |

<p>| Gain entry-level employment | Measure: 1) NTID Center on Employment (NCE) - Graduate Employment Report |
| Details/Description: |
| Acceptable Benchmark: 80% of graduates seeking employment will be employed in the AST field. |
| Implementation Plan (timeline): Data collected annually one year post graduation |</p>
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<th>Key/Responsible Personnel: NCE &amp; Alumni Survey Personnel</th>
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### Measure: 2) Co-op Employer Evaluation [NAST-299] - Overall Performance
Course level: Direct - Other

**Details/Description:** Co-op Employer’s Evaluation question #29, students overall performance.

**Acceptable Benchmark:** 80% of students will receive a score of "3" or higher (5-point scale) on the Co-op Employer’s Evaluation question #29 (students overall performance).

**Implementation Plan (timeline):** End of each semester in which co-op experiences occur.

### Measure: 3) Alumni Survey
Program level: Indirect - Survey

**Details/Description:**

**Acceptable Benchmark:** 80% of alumni sampled will be satisfied with technical preparation for their first job in the AST field.

**Implementation Plan (timeline):** Triennial survey

### Develop core interpersonal business skills for teamwork

**Demonstrate appropriate interpersonal business skills and teamwork in a professional environment**

**Measure: 1) Administrative Support Technology Seminar (NAST-240) - Interpersonal and Team Work Review**
Course level: Direct - Other

**Details/Description:** Interpersonal and team work review

**Acceptable Benchmark:** 90% of students will earn an acceptable rating score averaging 80% or higher on interpersonal skills and teamwork rubric.

**Implementation Plan (timeline):** At the end of each semester when Administrative Support Technology Seminar is offered.

**Key/Responsible Personnel:** Department Program Coordinator

### Acquire the knowledge and skills necessary to function in a global society

**Describe the interrelatedness of social, cultural and business factors that shape and impact the global business environment**

**Measure: 1) Fundamentals of Marketing [NBUS-223] - Marketing Project**
Course level: Direct - Student Artifact

**Details/Description:**

**Acceptable Benchmark:** 70% of students will earn an average rating of 80% or better on the Marketing project rubric.

**Implementation Plan (timeline):** At the end of each semester when Fundamentals of Marketing is offered.

**Key/Responsible Personnel:** Department Program Coordinator

### Acquire independent learning skills necessary to participate in personal and professional growth

**Tech Skill 1: Demonstrate aptitude/ability to learn quickly and apply technical knowledge**

**Measure: 1) Co-op Supervisor Evaluation of Student Job Performance on Tech Skill 1**
Course level: Direct - Other

**Details/Description:**

**Acceptable Benchmark:** 80% of students will be rated at 3 or greater on Tech Skill 1.

**Implementation Plan (timeline):** At the end of each semester in which co-op experiences occur.

**Key/Responsible Personnel:** Department Co-op Coordinator
**Tech Skill 4:** Demonstrate ability to transfer theory to employment situations

**Measure:** 1) Co-op Supervisor Evaluation of Student Job Performance on Tech Skill 4

Course level: Direct - Other

**Details/Description:**

**Acceptable Benchmark:** 80% of students will be rated at 3 or greater on Tech Skill 4.

**Implementation Plan (timeline):** At the end of each semester in which co-op experiences occur.

**Key/Responsible Personnel:** Department Co-op Coordinator

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