2017 - 2018 **Annual Program Assessment Report**

The Office of Academic Program Assessment California State University, Sacramento

For more information visit our website or **contact us** for more help.

Please begin by selecting your program name in the drop down.

If the program name is not listed, please enter it below:
BS Athletic Training
OR enter program name:

Section 1: Report All of the Program Learning Outcomes Assessed

Question 1: Program Learning Outcomes

(skip Q1.2 to Q5.3.1.)

Q1.1.
Which of the following Program Learning Outcomes (PLOs), Sac State Baccalaureate Learning Goals (BLGs), an
emboldened Graduate Learning Goals (GLGs) did you assess? [Check all that apply]
1. Critical Thinking
2. Information Literacy
3. Written Communication
4. Oral Communication
5. Quantitative Literacy
6. Inquiry and Analysis
7. Creative Thinking
8. Reading
9. Team Work
10. Problem Solving
11. Civic Knowledge and Engagement
12. Intercultural Knowledge, Competency, and Perspectives
13. Ethical Reasoning
14. Foundations and Skills for Lifelong Learning
15. Global Learning and Perspectives
16. Integrative and Applied Learning
17. Overall Competencies for GE Knowledge
☐ 18. Overall Disciplinary Knowledge
19. Professionalism
20A. Other, specify any assessed PLOs not included above:
a.
b.
c.
20B. Check here if your program has not collected any data for any PLOs. Please go directly to Q6

Q1.2. Please provide more detailed background information about EACH PLO you checked above and other information including how your specific PLOs are explicitly linked to the Sac State BLGs/GLGs:
Q1.2.1.
Do you have rubrics for your PLOs? 1. Yes, for all PLOs
2. Yes, but for some PLOs
3. No rubrics for PLOs
O 4. N/A
5. Other, specify:
Q1.3.
Are your PLOs closely aligned with the mission of the university?
1. Yes
② 2. No
3. Don't know
Q1.4.
Is your program externally accredited (other than through WASC Senior College and University Commission (WSCUC))?
① 1. Yes
2. No (skip to Q1.5)
3. Don't know (skip to Q1.5)
Q1.4.1.
If the answer to Q1.4 is yes , are your PLOs closely aligned with the mission/goals/outcomes of the accreditation
agency? 1. Yes
2. No
3. Don't know
Q1.5. Did your program use the <i>Degree Qualification Profile</i> ("DQP", see http://degreeprofile.org) to develop your
PLO(s)?
1. Yes
2. No, but I know what the DQP is
3. No, I don't know what the DQP is
4. Don't know

3. Don't kn	
	(Remember: Save your progress)
	Section 2: Report One Learning Outcome in Detail
	Question 2: Standard of Performance for the Selected PLO
	in ONE(1) PLO here as an example to illustrate how you conducted assessment (be sure you rrect box for this PLO in Q1.1):
(f your PLO is n	ot listed, please enter it here:
,	
Q2.1.1. Please provide	more background information about the specific PLO you've chosen in Q2.1.
Q2.2.	m developed or adopted explicit program standards of performance/expectations for this
Has the prograr PLO? (e.g. "We	expect 70% of our students to achieve at least a score of 3 or higher in all dimensions of the inication VALUE rubric.")
Has the program PLO? (e.g. "We Written Commu 1. Yes	expect 70% or our students to achieve at least a score of 3 or higher in all dimensions of the inication VALUE rubric.")
Has the program PLO? (e.g. "We Written Commu	inication VALUE rubric.")

Q2.3.

Please 1) provide and/or attach the rubric(s) <u>AND</u> 2) the standards of performance/expectations that you have developed for *the selected PLO* here:

■ No file	attached	No fil	e attached				
Q2.4. PLO	Q2.5. Stdrd	Q2.6. Rubric	Please indicate where you have published the PLO , the standard (stdrd) of performance, and the rubric that was used to measure the PLO:				
			1. In SOME course syllabi/assignments in the program that address the PLO				
			2. In ALL course syllabi/assignments in the program that address the PLO				
			3. In the student handbook/advising handbook				
			4. In the university catalogue				
			5. On the academic unit website or in newsletters				
			6. In the assessment or program review reports, plans, resources, or activities				
			7. In new course proposal forms in the department/college/university				
			8. In the department/college/university's strategic plans and other planning documents				
	0		9. In the department/college/university's budget plans and other resource allocation documents				
0			10. Other, specify:				
		F	Question 3: Data Collection Methods and valuation of Data Quality for the Selected PLO				
0 1. Yes	5	ata/evide	ence collected for the selected PLO?				
2. No 3. Do 4. N/A	n't know	(skip to	Q6)				
Q3.1.1. How many Don't kno		ment tool	s/methods/measures in total did you use to assess this PLO?				
1. Yes 2. No 3. Do	s (skip to	Q6) (skip to	Q6)				

	data collected:
	(Remember: Save your progress)
Question	n 3A: Direct Measures (key assignments, projects, portfolios, etc.)
3.3.	
	ures (key assignments, projects, portfolios, course work, student tests, etc.) used to assess the
LO? 1. Yes	
2. No (skip to	03.7)
3. Don't know	
ere used? [Chec	ving direct measures (key assignments, projects, portfolios, course work, student tests, etc.) k all that apply roject (e.g. theses, senior theses), courses, or experiences
	ments from required classes in the program
	ments from elective classes
	based performance assessment such as simulations, comprehensive exams, or critiques
5. External pe	rformance assessments such as internships or other community-based projects
6. E-Portfolios	
7. Other Portfo	olios
8. Other, spec	ify:
9 3.3.2. Jease 1) provide	e and/or attach the direct measure (key assignments, projects, portfolios, course work,
) you used to collect data, THEN 2) explain here how it assesses the PLO:

 Q3.4. What tool was used to evaluate the data? 1. No rubric is used to interpret the evidence (skip to Q3.4.4.) 2. Used rubric developed/modified by the faculty who teaches the class (skip to Q3.4.2.) 3. Used rubric developed/modified by a group of faculty (skip to Q3.4.2.) 4. Used rubric pilot-tested and refined by a group of faculty (skip to Q3.4.2.) 5. The VALUE rubric(s) (skip to Q3.4.2.) 6. Modified VALUE rubric(s) (skip to Q3.4.2.) 7. Used other means (Answer Q3.4.1.)
Q3.4.1. If you used other means, which of the following measures was used? [Check all that apply] 1. National disciplinary exams or state/professional licensure exams (skip to Q3.4.4.) 2. General knowledge and skills measures (e.g. CLA, ETS PP, etc.) (skip to Q3.4.4.) 3. Other standardized knowledge and skill exams (e.g. ETC, GRE, etc.) (skip to Q3.4.4.) 4. Other, specify:
(skip to Q3.4.4.) Q3.4.2. Was the rubric aligned directly and explicitly with the PLO? 1. Yes 2. No 3. Don't know 4. N/A
Q3.4.3. Was the direct measure (e.g. assignment, thesis, etc.) aligned directly and explicitly with the rubric? 1. Yes 2. No 3. Don't know 4. N/A
Q3.4.4. Was the direct measure (e.g. assignment, thesis, etc.) aligned directly and explicitly with the PLO? 1. Yes 2. No 3. Don't know 4. N/A
Q3.5. Please enter the number (#) of faculty members who participated in planning the assessment data collection of the selected PLO?
Q3.5.1. Please enter the number (#) of faculty members who participated in the evaluation of the assessment data for the selected PLO?

Q3.5.2.

If the data was evaluated by multiple scorers, was there a norming process (a procedure to make sure everyone was scoring similarly)? 1. Yes 2. No 3. Don't know
O 4. N/A
Q3.6.
How did you select the sample of student work (papers, projects, portfolios, etc.)?
Q3.6.1. How did you decide how many samples of student work to review?
Q3.6.2.
Please enter the number (#) of students that were in the class or program?
Q3.6.3. Please enter the number (#) of samples of student work that you evaluated?
Q3.6.4.
Was the sample size of student work for the direct measure adequate?
1. Yes 2. No
3. Don't know
(Remember: Save your progress)
Question 3B: Indirect Measures (surveys, focus groups, interviews, etc.)
Q3.7. Were indirect measures used to assess the PLO?

1. Yes

2. No (skip to Q3.8)3. Don't Know (skip to Q3.8)	
Q3.7.1. Which of the following indirect measures were used? [Check all that apply] 1. National student surveys (e.g. NSSE) 2. University conducted student surveys (e.g. OIR) 3. College/department/program student surveys or focus groups 4. Alumni surveys, focus groups, or interviews 5. Employer surveys, focus groups, or interviews 6. Advisory board surveys, focus groups, or interviews 7. Other, specify:	
Q3.7.1.1. Please explain and attach the indirect measure you used to collect data:	
No file attached No file attached Q3.7.2. If surveys were used, how was the sample size decided?	
an veys were used, now was the sample size ucclueu :	

Q3.7.3.

If surveys were used, how did you select your sample:

23.7.4. f surveys were used, please enter the response rate:
I surveys were asea, prease effect the response rate.
Question 3C: Other Measures
(external benchmarking, licensing exams, standardized tests, etc.)
23.8.
Vere external benchmarking data, such as licensing exams or standardized tests, used to assess the PLO?
1. Yes
2. No (skip to Q3.8.2)
3. Don't Know (skip to Q3.8.2)
 2. General knowledge and skills measures (e.g. CLA, ETS PP, etc.) 3. Other standardized knowledge and skill exams (e.g. ETC, GRE, etc.) 4. Other, specify:
23.8.2.
Vere other measures used to assess the PLO?
1. Yes
2. No (skip to Q4.1) 3. Don't know (skip to Q4.1)
3. Don't know (Skip to Q4.1)
23.8.3. f other measures were used, please specify:
other measures were used, please specify.
■ No file attached ■ No fil

(Remember: Save your progress)

Question 4: Data, Findings, and Conclusions
Q4.1.
Please provide tables and/or graphs to summarize the assessment data, findings, and conclusions for the selected
PLO in Q2.1 (see Appendix 12 in our <u>Feedback Packet Example</u>):
■ No file attached ■ No file attached
Q4.2.
Are students doing well and meeting the program standard? If not, how will the program work to improve student
performance of the selected PLO?
No file attached No file attached
No file attached No file attached
Q4.3.
For the selected PLO, the student performance: 1. Exceeded expectation/standard
2. Met expectation/standard
3. Partially met expectation/standard
4. Did not meet expectation/standard5. No expectation/standard has been specified
6. Don't know
O. Bon Childw
Question 4A: Alignment and Quality
Question 4A. Alignment and Quality
Q4.4.
Did the data, including the direct measures, from all the different assessment tools/measures/methods directly
align with the PLO?
1. Yes
2. No
3. Don't know

 Q4.5. Were all the assessment tools/measures/methods that were used good measures of the PLO? 1. Yes 2. No 3. Don't know 								
Question 5: Use of Assessment Dat	a (Clos	ing the	Loop)					
Q5.1. As a result of the assessment effort and based on prior feedback frochanges for your program (e.g. course structure, course content,	or modific	ation of F	PLOs)?					
Please describe what changes you plan to make in your program a	35 d (e5d)	c or your	ussessime					
Q5.1.2.Do you have a plan to assess the <i>impact of the changes</i> that you1. Yes, describe your plan:	anticipat	e making	?					
2. No 3. Don't know								
Q5.2. To what extent did you apply previous assessment results collected through your program in the following areas?	1. Very Much	2. Quite a Bit	3. Some	4. Not at All	5. N/A			

1. Improving specific courses	0	0	0	0	0
2. Modifying curriculum	0	0	0	0	0
3. Improving advising and mentoring	0	0	0	0	0
4. Revising learning outcomes/goals	0	0	0	0	0
5. Revising rubrics and/or expectations	0	0	0	0	0
6. Developing/updating assessment plan	0	0	0	0	0
7. Annual assessment reports	0	0	0	0	0
8. Program review	0	0	0	0	0
9. Prospective student and family information	0	0	0	0	0
10. Alumni communication	0	0	0	0	0
11. WSCUC accreditation (regional accreditation)	0	0	0	0	0
12. Program accreditation	0	0	0	0	0
13. External accountability reporting requirement	0	0	0	0	0
14. Trustee/Governing Board deliberations	0	0	0	0	0
15. Strategic planning	0	0	0	0	0
16. Institutional benchmarking	0	0	0	0	0
17. Academic policy development or modifications	0	0	0	0	0
18. Institutional improvement	0	0	0	0	0
19. Resource allocation and budgeting	0	0	0	0	0
20. New faculty hiring	0	0	0	0	0
21. Professional development for faculty and staff	0	0	0	0	0
22. Recruitment of new students	0	0	0	0	0
23. Other, specify:	0	0	0	0	0
Q5.2.1. Please provide a detailed example of how you used the assessment	data abov	ve:			
Q5.3. To what extent did you apply previous assessment feedback from the Office of Academic Program Assessment in the following areas?	1. Very Much	2. Quite a bit	3. Some	4. Not at All	5. N/A
To what extent did you apply previous assessment feedback from the Office of Academic Program Assessment in the following	Very	Quite		Not at	
To what extent did you apply previous assessment feedback from the Office of Academic Program Assessment in the following areas?	Very Much	Quite a bit	Some	Not at All	
To what extent did you apply previous assessment feedback from the Office of Academic Program Assessment in the following areas? 1. Program Learning Outcomes	Very Much	Quite a bit	Some	Not at All	

		i	i .	1	l				
5. Alignment	0	0	0	0	0				
6. Data Collection	0	0	0	0	0				
7. Data Analysis and Presentation	0	0	0	0	0				
8. Use of Assessment Data	0	0	0	0	0				
9. Other, please specify:	9. Other, please specify:								
	0	0	0	0	0				
Q5.3.1. Please share with us an example of how you applied previous Assessment in any of the areas above:	ous feedback fron	n the Offic	ce of Acad	demic Pro	ogram				
(Remember: Save your progress) Section 3: Report Other Assessment Activities Other Assessment Activities									
Q6. If your program/academic unit conducted assessment activity	ities that are not c	_			Os for				
this year (i.e. impacts of an advising center, etc.), please product to an accrediting body, Council on Accreditation in Athle program is proposed for deletion. The Form B will move ont Director prepares a comprehensive annual report for CAATE finds that helpful.	letic Training Educator College Commit	ation (CA tee in Aug	ATE) dired gust, 2018	ctive, this 8. The Pr	ogram				

Q6.1.

Please explain how the assessment activities reported in **Q6** will be linked to any of your PLOs and/or PLO assessment in the future and to the mission, vision, and the strategic planning for the program and the university:

Q7. What PLO(s) do you plan to assess next year? [Check all that apply] 1. Critical Thinking 2. Information Literacy 3. Written Communication 4. Oral Communication 5. Quantitative Literacy 6. Inquiry and Analysis 7. Creative Thinking 8. Reading 9. Team Work 10. Problem Solving 11. Civic Knowledge and Engagement 12. Intercultural Knowledge, Competency, and Perspectives 13. Ethical Reasoning 14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b. c.	fina	e program will meet all accrediation standards in content knowledge and clinical application skills through the all cohort's completion of degree requirements. Strategic planning for the program amounts to careful program
What PLO(s) do you plan to assess next year? [Check all that apply] 1. Critical Thinking 2. Information Literacy 3. Written Communication 4. Oral Communication 5. Quantitative Literacy 6. Inquiry and Analysis 7. Creative Thinking 8. Reading 9. Team Work 10. Problem Solving 11. Civic Knowledge and Engagement 12. Intercultural Knowledge, Competency, and Perspectives 13. Ethical Reasoning 14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b.	del	etion with a plan for comprehensive "teach-out".
What PLO(s) do you plan to assess next year? [Check all that apply] 1. Critical Thinking 2. Information Literacy 3. Written Communication 4. Oral Communication 5. Quantitative Literacy 6. Inquiry and Analysis 7. Creative Thinking 8. Reading 9. Team Work 10. Problem Solving 11. Civic Knowledge and Engagement 12. Intercultural Knowledge, Competency, and Perspectives 13. Ethical Reasoning 14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b.		
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3. Written Communication 4. Oral Communication 5. Quantitative Literacy 6. Inquiry and Analysis 7. Creative Thinking 8. Reading 9. Team Work 10. Problem Solving 11. Civic Knowledge and Engagement 12. Intercultural Knowledge, Competency, and Perspectives 13. Ethical Reasoning 14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b.		
4. Oral Communication 5. Quantitative Literacy 6. Inquiry and Analysis 7. Creative Thinking 8. Reading 9. Team Work 10. Problem Solving 11. Civic Knowledge and Engagement 12. Intercultural Knowledge, Competency, and Perspectives 13. Ethical Reasoning 14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above:		·
5. Quantitative Literacy 6. Inquiry and Analysis 7. Creative Thinking 8. Reading 9. Team Work 10. Problem Solving 11. Civic Knowledge and Engagement 12. Intercultural Knowledge, Competency, and Perspectives 13. Ethical Reasoning 14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b.		
 6. Inquiry and Analysis 7. Creative Thinking 8. Reading 9. Team Work 10. Problem Solving 11. Civic Knowledge and Engagement 12. Intercultural Knowledge, Competency, and Perspectives 13. Ethical Reasoning 14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: 		
7. Creative Thinking 8. Reading 9. Team Work 10. Problem Solving 11. Civic Knowledge and Engagement 12. Intercultural Knowledge, Competency, and Perspectives 13. Ethical Reasoning 14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b.		
8. Reading 9. Team Work 10. Problem Solving 11. Civic Knowledge and Engagement 12. Intercultural Knowledge, Competency, and Perspectives 13. Ethical Reasoning 14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b.		
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13. Ethical Reasoning 14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a		
14. Foundations and Skills for Lifelong Learning 15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b.		
15. Global Learning and Perspectives 16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b.		-
16. Integrative and Applied Learning 17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b.		
17. Overall Competencies for GE Knowledge 18. Overall Disciplinary Knowledge 19. Professionalism 20. Other, specify any PLOs not included above: a. b.		
19. Professionalism 20. Other, specify any PLOs not included above: a. b.		
20. Other, specify any PLOs not included above: a. b.		18. Overall Disciplinary Knowledge
a. b.		19. Professionalism
b		20. Other, specify any PLOs not included above:
b	2	
C.		
	C.	
Please explain how this year's assessment activities help you address recommendations from your department's	last	program review?
Please explain how this year's assessment activities help you address recommendations from your department's last program review?		

Q9. Please attach any additional files here:

No file attached	No file attached
No file attached	No file attached
9.1. you have attache	ed any files to this form, please list every attached file here:
Se	ection 4: Background Information about the Program
	Program Information (Required)
	Program:
	(If you typed in your program name at the beginning, please skip to Q11)
	(if you typed in your program name at the beginning, please skip to Q11)
Q10. Program/Concentra	ation Name: [skip if program name is already selected or appears above]
BS Athletic Trainin	
Q11.	
Report Author(s):	
Katherine Jamieso	n
Q11.1.	
Department Chair/	Program Director:
Katherine Jamieso	n/Shabby Dezfouli
Q11.2. Assessment Coordi	inator:
Shabby Dezfouli	
Q12. Department/Division	on/Program of Academic Unit (select):
Kinesiology & Heal	
Q13.	
College:	
College of Health 8	k Human Services
Q14.	
	nrollment (#) for Academic Unit during assessment (see Departmental Fact Book):
1740	
015	
Q15. Program Type:	
	ate baccalaureate major
2. Credential	
3. Master's Dec	yree

hercise Science ealth Science ysical Education (includeds PETE & PACC) L6.2. How many concentrations appear on the diploma for this undergraduate program L7. Number of master's degree programs the academic unit has?	n?
ealth Science hysical Education (includeds PETE & PACC) 16.2. How many concentrations appear on the diploma for this undergraduate program 17. Number of master's degree programs the academic unit has? 17.1. List all the names:	n?
Health Science Physical Education (includeds PETE & PACC) Q16.2. How many concentrations appear on the diploma for this undergraduate program Q17. Number of master's degree programs the academic unit has?	n?
Physical Education (includeds PETE & PACC) Q16.2. How many concentrations appear on the diploma for this undergraduate program Q17. Number of master's degree programs the academic unit has? Q17.1. List all the names:	n?
Q16.2. How many concentrations appear on the diploma for this undergraduate program Q17. Number of master's degree programs the academic unit has? 1 Q17.1. List all the names:	n?
	n?
Q17. Number of master's degree programs the academic unit has? Q17.1. List all the names:	n?
Q17.1. List all the names:	
Q17.1. List all the names: Master's Degree in Kinesiology	
Master's Degree in Kinesiology	
017.3 How many concentrations appear on the diploma for this master's program?	
Q17.2. How many concentrations appear on the diploma for this master's program?	
Q18. Number of credential programs the academic unit has?	
Q18.1. List all the names:	
Physical Education Teacher Education	
Q19. Number of doctorate degree programs the academic unit has?	
0	
Q19.1. List all the names:	

When was your Assessment Plan	. 1.	2.	3.	4.	5.	6.	7.	8.
	Before 2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	No Plan	Don't know
Q20. Developed?	0	0	0	0	0	0	0	0
Q20.1. Last updated?	0	0	0	0	0	0	0	0

Q20.2. (Required)

Please obtain and attach your latest assessment plan:

No file attached

Q21.

Has your program developed a curriculum map?

- 1. Yes
- 2. No
- 3. Don't know

Q21.1.

Please obtain and attach your latest curriculum map:

No file attached

Q22.

Has your program indicated explicitly in the curriculum map where assessment of student learning occurs?

- 1. Yes
- 2. No
- 3. Don't know

Q23.

Does your program have a capstone class?

- 1. Yes, specify:
- 2. No
- 3. Don't know

Q23.1.

Does your program have a capstone project(s)?

- 1. Yes
- 2. No
- 3. Don't know

(Remember: Save your progress)
Save When Completed!

ver. 10.31.17