Department of Software Engineering Building 9 # 1590 Phone: (585) 475-5461	**Senior Project Proposal** **UNDERGRADUATE**

Project Title:	On-line Co-op Student Work Assignment Evaluation System
Organization:	RIT Office of Cooperative Education and Career Services
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Background Information

The RIT Office of Cooperative Education and Career Services is responsible for managing and implementing RIT's cooperative education program and related career services. RIT has one of the largest and oldest co-op programs in the world with more than 3,000 students completing multiple co-op assignments each calendar year with approximately 1,300 sponsoring employers.

Co-op is mandatory for a significant number of RIT students and final academic credit for each work experience is based on both an employer's written evaluation of the student's work performance and the student's evaluation of the co-op assignment.

Project Description

The current work assignment evaluation and assessment process includes two essential components. Each student's performance is formally evaluated by their sponsoring employer utilizing an on-line application developed last year by a Software Engineering Senior Project Team. The application generates an e-mail message to the employer contacts who are tasked with completing student evaluations. Each employer is directed to a web site address and provided with a username and password to access the system. They are also provided with the names of the co-op students they need to evaluate. Each evaluation, which varies in content from college to college, is completed using an on-line form. Each form is then stored and retrievable by appropriate RIT faculty and Co-op and Career Services staff. Data from the form populates a database which in turn is used to generate on-line reports for RIT's assessment needs including academic program accreditation requirements.

Students returning to campus from co-op assignments are required to complete a paper and pencil report form, which along with the employer's evaluation, is used in assigning a "satisfactory/unsatisfactory" grade for the student's work experience. This work experience credit reflected through a co-op course designation appears on the student's academic transcript.

The goal of this project would be to develop an on-line student co-op work assignment evaluation process that parallels and supports what has been developed for employers.

The academic integrity of the program has always demanded a viable evaluation process, but with the growing emphasis on institutional and academic program evaluation and accreditation and the focus on assessing student learning outcomes, the cooperative education experience becomes a critically vital opportunity to gather important information about student growth and development. This project proposes to enhance this vital evaluation process by developing an on-

line system with greater ease of use to students and with significantly strengthened analysis and reporting tools. The project would result in an application with the following basic features/functionality:

- Web accessible student report forms that can be completed by students on-line.

- Work report form data transfer to a database application.

- On-line reporting capability to allow for standard analysis of both individual and grouped data in "snap shot" and longitudinal views.

- The ability to export selected data elements to other applications.

Technical Constraints & Assumptions

The project would need to take into account the following:

- The expectation is the development of a fully functioning application that will actually support a significant RIT operational area.

- The application would ultimately reside on a server managed by RIT's ITS operation.

- Choice of database development tools is flexible based on the needs of the project and the tools currently in use.

- Close coordination with RIT ITS operations will be required.

- Provisions should be made to allow for selected data element export to currently existing applications managed in the Office of Cooperative Education and Career Services.

- The final version of the project application may vary depending on the technical recommendations of the Project Team and should be negotiated with and jointly agreed upon in advance with the Project Sponsor.

Project Scope

On-going communication will, of course, be vital and a small team of staff from the Office of Cooperative Education and Career Services will be available to support the needs of the Project Team. This will be particularly important in understanding current office processes and the impact of those processes on the application development effort. The Project Team will be expected to become thoroughly familiar with current RIT processes prior to the development and implementation of the application; interview prospective faculty and student users of the system to ensure the application design is responsive to their needs; test the system to ensure its functionality and integrity prior to final release.

Expected Deliverables

It is expected that the system would be fully functional by June 1, 2005. The Project Team should plan on regular reporting concerning the progress of system development efforts with a specific schedule to be determined by the Project Team and Project Sponsor. It will also be expected that the Project Team will provide training on system use to selected individuals in the

Office of Cooperative Education and Career Services and that the team will demonstrate the application to the full staff prior to the application's release.