

**Template
Certificate (Degree) Program
Assessment of Student Learning Plan
Kansas State University**

- Check the box if your program's student learning outcomes have been modified since November 2003. If so, please email (apr@ksu.edu) or attach a hard copy to this document.

A. College, Department, and Date

College: *College of Human Ecology*
Department: *School of Family Studies & Human Services: Personal Financial Planning*
Date: *October 28, 2004*

B. Contact Person(s) for the Assessment Plans

John Grable, Associate Professor

C. Degree Program

Certificate in Personal Financial Planning, School of Family Studies & Human Services

D. Assessment of Student Learning Three-Year Plan

1. Student Learning Outcome(s)

Of the 16 student learning outcomes developed by our faculty in accordance with the undergraduate student learning outcomes' project, our unit will focus on the following two outcomes in our three-year-assessment plan.

Students will demonstrate their knowledge and understanding of

- 1) the standards of ethical conduct which adhere to the Code of Ethics and Professional Responsibility developed by the Certified Financial Planner Board of Standards.*
- 2) the fundamentals of the financial planning process.*

Special rationale for selecting these learning outcomes (optional):

These two learning outcomes were selected because they best match standards for student achievement currently being focused on by our program registration organizations – Certified Financial Planner Board of Standards, International Association of Registered Financial Consultants, and Association for Financial Counseling and Planning Education.

Last revised 10/4/04

Relationship to K-State Student Learning Outcomes (insert the program SLOs and check all that apply):

Program SLOs	University-wide SLOs (Undergraduate Programs)					Program SLO is conceptually different from university SLOs
	Knowledge	Critical Thinking	Communication	Diversity	Academic / Professional Integrity	
1. Demonstrate knowledge and understanding of the standards of ethical conduct which adhere to the Code of Ethics and Professional Responsibility developed by the Certified Financial Planner Board of Standards.					X	
2. Demonstrate an understanding of the fundamentals of the financial planning process	X					

2. How will the learning outcomes be assessed? What groups will be included in the assessment?

See attached "Form for Identifying Strategies & Procedures for the Assessment of Student Learning Outcome(s)"

3. When will these outcomes be assessed? When and in what format will the results of the assessment be discussed?

See attached "Form for Identifying Strategies & Procedures for the Assessment of Student Learning Outcome(s)"

4. What is the unit's process for using assessment results to improve student learning?

See attached "Form for Identifying Strategies & Procedures for the Assessment of Student Learning Outcome(s)"

Form for Identifying Strategies & Processes for the Assessment of Student Learning Outcome(s)

[*A copy of this form is available on the Assessment and Program Review web site
(www.k-state.edu/apr) under the "Updated Assessment Resources" link.]

Title of Academic Program: Personal Financial Planning **Department / Unit:** School of Family Studies & Human Services

Type of Degree: Certificate Associates Bachelor's Masters Doctoral Other: _____

Student Learning Outcome (for this page): **Students will demonstrate an understanding of the fundamentals of the financial planning process.**

¹ "HOW" will this learning outcome be assessed?	"WHEN" will this outcome be assessed? "WHEN" will faculty discuss the results of the assessment(s)?	² "WHAT" are your plan(s) for improving students learning for this learning outcome?
<p>Students will complete a test in FSHS 624 regarding knowledge of the fundamentals of the financial planning process. Prior to completing the certificate program, students will complete a posttest over these principles.</p> <p>Note: The fundamentals of the financial planning process are presented throughout the curriculum; see attached "Certificate Student Learning Outcomes for Personal Financial Planning" grid.</p>	<p>This outcome will be assessed in FSHS 624, beginning in Spring 2008.</p> <p>Faculty will discuss the results after each administration of the pretest and posttest.</p>	<p>At this point we cannot be specific about the type of improvement we are planning. The next three years will be spent building our faculty's understanding of how our students perform on this learning outcome.</p>

¹There is an expectation that approximately half of the assessment methods will be direct measures of student learning.

² Briefly describe your plan for using assessment data to improve students' learning.

Preliminary Status

If a learning outcome or assessment method is preliminary (e.g., unsure or still under development), then briefly describe what and/or when you anticipate it being submitted in a more complete form.

Form for Identifying Strategies & Processes for the Assessment of Student Learning Outcome(s)

[*A copy of this form is available on the Assessment and Program Review web site
(www.k-state.edu/apr) under the "Updated Assessment Resources" link.]

Title of Academic Program: Personal Financial Planning **Department / Unit:** School of FSHS

Type of Degree: Certificate Associates Bachelor's Masters Doctoral Other: _____

Student Learning Outcome (for this page): **Students will demonstrate knowledge of standards of ethical conduct which adhere to the *Code of Ethics and Professional Responsibility* developed by the Certified Financial Planner Board of Standards.**

¹ "HOW" will this learning outcome be assessed?	"WHEN" will this outcome be assessed? "WHEN" will faculty discuss the results of the assessment(s)?	² "WHAT" are your plan(s) for improving students learning for this learning outcome?
<p>CFP® style exam over Code of Ethics and Responsibilities developed by the CFP Board of Standards.</p>	<p>Each semester, beginning Fall 2007, in the course FSHS 625, students will be required to review the Code of Ethics and Professional Standards and given a case study to use in applying the principles from the code. An exam will be given to confirm understanding of the principles.</p> <p>Students are expected to receive a minimum passing score of 70%, which is equivalent to the national CFP ethics requirement.</p> <p>Results of student performance on the exams will be discussed by the PFP faculty at curriculum meetings.</p>	<p>Assessment data will guide faculty in determining whether or not the principles are adequately covered in the case study.</p> <p>At this time, since we have no data indicating improvement is needed, our plans for change are not yet determined.</p>

¹There is an expectation that approximately half of the assessment methods will be direct measures of student learning.

² Briefly describe your plan for using assessment data to improve students' learning.

Preliminary Status

If a learning outcome or assessment method is preliminary (e.g., unsure or still under development), then briefly describe what and/or when you anticipate it being submitted in a more complete form.

PFP Certificate Student Learning Outcomes

Student Outcomes	FSHS 624	FSHS 760	FSHS 762	FSHS 764	FSHS 766	FSHS 772
1. Understand the fundamentals of the financial planning process.	a,b,c,d K,S	a,b,c,d K,S	a,b,c,d K,S	a,b,c,d K,S	a,b,c,d K,S	a,b,c,d K,S
2. Calculate and interpret the time value of money.	a,b,c,d K,S	a,b K,S	a,b K,S	a,b K,S	a,b K,S	a,b K,S
3. Develop a clear professional understanding of insurance policies and strategies.	a,b,c,d K,S	a,b K,S	a,b K,S	a,b K,S	a,b,c,d,e K,S	a,b K,S
4. Understand risk management concepts.	a,b,c,d K,S	a,b K,S	a,b K,S	a,b K,S	a,b,c,d,e K,S	a,b K,S
5. Apply tax planning strategies to meet the goals of the client.	a,b,c,d K,S	a,b K,S	a,b K,S	a,b K,S	a,b K,S	a,b,c,d,e K,S
6. Become skilled in applying retirement planning strategies.	a,b,c,d K,S	a,b,c,d,e K,S	a,b K,S	a,b K,S	a,b K,S	a,b K,S
7. Develop estate planning strategies for the benefit of clients.	a,b,c,d K,S	a,b K,S	a,b K,S	a,b,c,d,e K,S	a,b K,S	a,b K,S
8. Develop investment planning strategies to assist clients in meeting financial goals.	a,b,c,d K,S	a,b,c,d K,S	a,b,c,d K,S	a,b,c,d K,S	a,b,c,d K,S	a,b,c,d K,S
9. Apply knowledge to help others meet challenges.	c,d,e, S	c,d,e, S	c,d,e, S	c,d,e, S	c,d,e, S	c,d,e, S
10. Solve real world problems.	a,b,c,d,e, K,S	a,b,c,d,e, K,S	a,b,c,d,e, K,S	a,b,c,d,e, K,S	a,b,c,d,e, K,S	a,b,c,d,e, K,S
11. Develop and refine communication skills.	c,d	c,d	c,d	c,d	c,d	c,d
12. Work in multi-disciplinary and diverse teams.	c,d,e	c,d,e	c,d,e	c,d,e	c,d,e	c,d,e
13. Participate in professional groups and activities.	c,d,e	c,d,e	c,d,e	c,d,e	c,d,e	c,d,e
14. Learn and demonstrate leadership skills.	c	c	c	c	c	c
15. Demonstrate standards of ethical conduct which adhere to the Code of Ethics and Professional Responsibility developed by the Certified Financial Planner Board of Standards	a,b,c,d,e K,S	c	c	c	c	c
16. Obtain an understanding of 21 st Century technologies.	a,b,c,d	a,b,c,d	a,b,c,d	a,b,c,d	a,b,c,d	A,b,c,d

a = online examinations
b = online assignments (including case studies)
c = live chat sessions and discussion via K-State Online
d = out-of-class activities

e = group projects and activities
K = knowledge assessment
S = skills assessment