

# 2016-2017 Student Affairs Assessment Plan

Department: Legal Services for Students

---

## Tax Workshop Participant Survey Assessment

### Divisional Mission

To engage the KU community in services and programs that complement academic goals and enhance quality of life.

### Departmental Mission

To prevent and resolve legal problems that confront students by providing professional and confidential legal counseling, representation, advice and education.

### Departmental Student Learning Outcomes

Legal Services for Students (LSS) clients will be able to...

1. Demonstrate an understanding of the legal options related to their cases. (*CAS Standard: Knowledge Acquisition*)
2. Acquire skills and knowledge that better equip them to handle future legal situations. (*CAS Standard: Knowledge Acquisition; Cognitive Complexity; Practical Competence*)
3. Demonstrate self-advocacy skills regarding their particular legal issue. (*CAS Standard: Practical Competence; Intrapersonal Competence, Civic Engagement*)

### Description of Service/Program

Each spring LSS provides tax preparation workshops on the Lawrence campus at the Budig computer lab and at the Dykes library at the KU Medical Center. These workshops are staffed by one to three LSS tax attorneys and up to 5 student tax interns. The workshops provide tax preparation assistance for all KU students and international staff, with an emphasis on assisting nonresident alien students and staff.

### Service/Program Student Learning Outcome

Legal Services for Students tax workshop participants will be able to...

# 2016-2017 Student Affairs Assessment Plan

Department: Legal Services for Students

---

1. Use acquired skills and/or knowledge to handle their tax preparation in the future. (*CAS Standard*: Knowledge Acquisition; Practical Competence; Cognitive Complexity)
2. Apply learned information to obtain assistance in dealing with legal issues and obligations in the future. (*CAS Standard*: Knowledge Acquisition; Intrapersonal Development; Practical Competence)

**Divisional Student Learning Outcomes:** *Check all that apply*

- Knowledge Acquisition
- Cognitive Complexity
- Intrapersonal Development
- Interpersonal Competence
- Humanitarianism & Civic Engagement
- Practical Competence

**Project Specifics**

**Project Title:** Tax Workshop Participant Survey Assessment

**Purpose of the project:** The purpose of this assessment project will be to assess the tax workshop participant's ability to handle their tax preparation in the future and obtain assistance in dealing with legal issues in the future. We will also include questions about how the participants found out about the service, their current grade level, and their tax residency status.

**Assessment method(s):** Self-assessment

We will provide a paper survey to each individual attending a tax preparation workshop. The individuals completing the survey will turn in the survey as they leave the workshop. The survey will ask for demographic information (grade level, tax residency status) and will also ask detailed questions about how they became aware of our services.

**Staff contact(s):** Adam Mansfield / [sasnak@ku.edu](mailto:sasnak@ku.edu)

# 2016-2017 Student Affairs Assessment Plan

Department: Legal Services for Students

---

**Timeline/frequency:** We will provide the opportunity to take the survey after the individual has participated in the Income Tax Preparation Workshop.

**Population/Sample:** LSS Tax Workshop Participants

**Special challenges to this assessment:**

**Use to inform current practice:** This data can be used to help LSS attorneys and interns determine whether tax workshop participants are benefiting from the service. We will also be able to collect data about participant demographics and how they became aware of the service.

**Plans for reporting results:** The results will be shared internally. Anonymized results will be shared with Student Affairs.

**CampusLabs Used:**  Yes  No