# Title of Event/Intervention or Program Assessed or Evaluated

* + Title of Event/Activity Assessed
  + Date of Event/Activity Offered
  + Attendees- can be actual list, or an aggregate report of who was there (i.e. 20 first year students)
  + Summary: 3-5 sentence summary of the activity, program, service or intervention you assessed.
    - Audience- who was invited, who attended, etc.
    - What type of activities were offered

# Background/Purpose of Event

* + Up to one paragraph
  + Include the activities, and what this report will include

# Assessment Conducted

* + Describe what assessment you did: focus groups, evaluation, survey, interviews, etc
  + Describe how you conducted the assessment: in person, online, etc.

# Assessment or Evaluation Responses (Results)

* + Describe the activity/question prior to providing each assessment evaluation or assessment result
  + Sample ways to present data from questions:

*QUESTION 1*

|  |  |  |
| --- | --- | --- |
| **Response** | **N** | **Percentage of Overall Responses** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Participants were asked XXXXXX. Below are the open ended responses:*

*Participants were asked to provide ……. Below are the open ended responses:*

# Summary of Evaluation/Assessment

* + You want to be succinct here- a few bullets or sentences to summarize
  + Summarize the information and assessment results for example:
    - 500 students were asked to complete the survey, and 490 responded. 98% of students responded to the survey.
    - The themes discovered from the focus groups included….

# Conclusions

1. Add a final conclusion or summary (the “so what”)
2. Recommendations
   * Based on the intent of program/service, and the assessment results, what do you recommend?
3. Implications
   * In a sense- this is your “so what”?
   * What does this mean and how do we move forward as a department/program?