

Student Life Studies Assessment Planning Worksheet

Project Name: _____

Today's Date: _____

Assessment Purpose

The purpose of this assessment is to _____
(PURPOSE)

by assessing _____
(POPULATION) using _____
(METHOD)

so I can _____
(USE OF RESULTS)

Student Learning Outcome

Use A.B.C.D model

- A. *Audience Who is the learner? (students, participants, freshmen, clients, etc.)*
- B. *Behavior: What is the measurable behavior? (Action verb that is observable. *Use Behavior Words from Bloom's Taxonomy)*
- C. *Condition: Under what circumstances should the learner be able to perform? (after the workshop, at the end of their leadership experience, after three months on the job, etc.)*
- D. *Degree: At what level does the behavior need to be performed (100% of the time, how many, etc.)*

Ex: After attending the leadership retreat, participants
(CONDITION) (AUDIENCE)
will compare and contrast three leadership models.
(BEHAVIOR) (DEGREE OF ACHIEVEMENT)

What will students learn:

(CONDITION) (AUDIENCE)

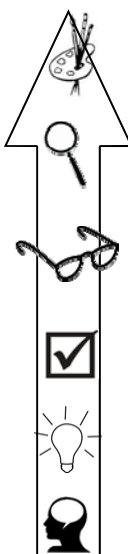
(BEHAVIOR)

(DEGREE OF ACHIEVEMENT)

Method Bank

Existing Data	Focus Groups	Visual Methods/ Photography
Reflection	Interviews	Case studies
Paper and Web Surveys	Portfolios	Document Analysis
Rubrics	Observations	One Minute Paper

Behavior Words from Bloom's Taxonomy



Creating: assemble, construct, create, compose, design, develop, formulate, hypothesize, invent, plan, produce

Evaluating: appraise, argue, citizen, defend, judge, recommend, select, support

Analyzing: categorize, compare, contrast, differentiate, discriminate, distinguish, question

Applying: choose, demonstrate, employ, illustrate, operate, sketch, solve, use, show

Understanding: describe, discuss, explain, report, give example, paraphrase, summarize

Remembering: describe, recognize, list, recall, repeat, label, identify

With who will you share the data?

Have you done this project before?

What changes were made?

Additional Notes/Concerns:

Project Timeline

Target Date to Begin Collecting Data: _____

Target Date to Finish Collecting Data: _____

*When creating your project timeline please consider the following: when do you need results (allow for at 3-4 weeks to receive a report from SLS), how long do you want to collect data, when do you want to have the assessment available (allow for 1-2 weeks to create a survey with SLS)

Action Planning

Task: _____

Who will do it: _____

Due date: _____

Task: _____

Who will do it: _____

Due date: _____

Task: _____

Who will do it: _____

Due date: _____

Task: _____

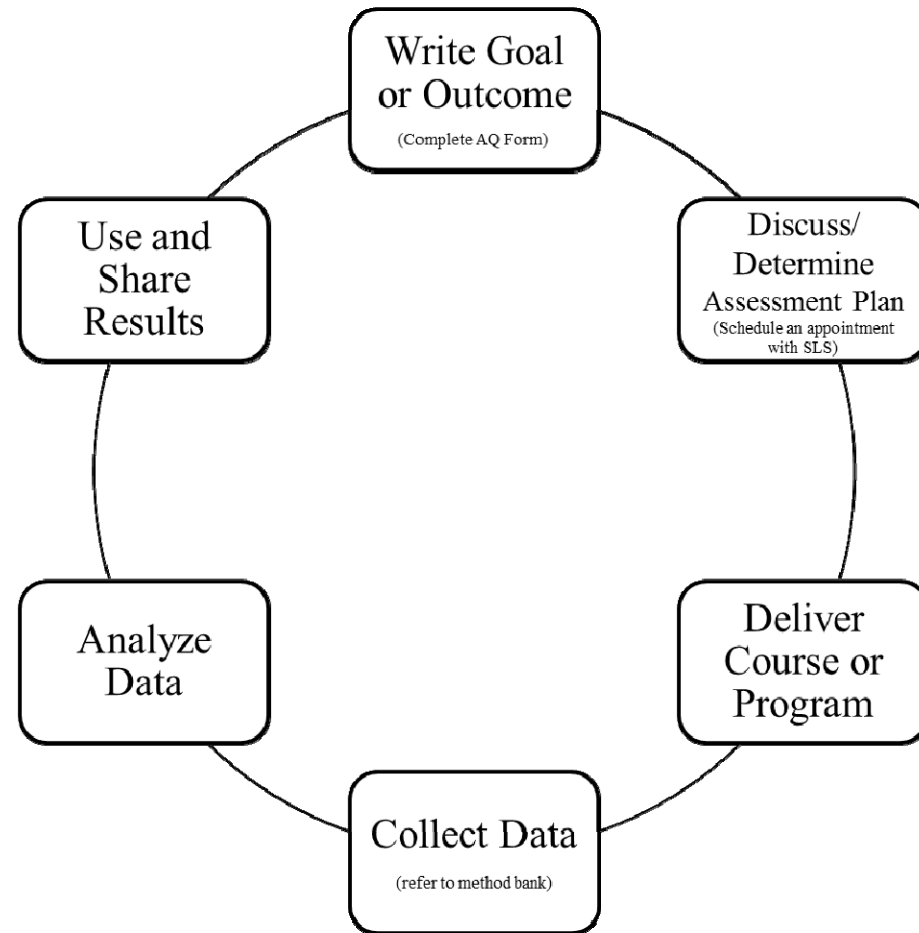
Who will do it: _____

Due date: _____

Tips

Identify (and use) the data that already exists. No need to do the same work twice! • Find or plan to collect baseline data so you can document change. • Keep it simple! Choose a method that is manageable so you can complete the project. • Build up your assessment toolbox by getting experience with different methods and knowing when it is appropriate to use them. • Consider both formative and summative assessment and choose those that best meet your needs. • Start with the ideal design for your assessment and then work backwards to what is possible. There is always more than one way to collect the data—use what works best for you, knowing that you can add on other methods later. • Look for opportunities to collaborate with other departments and units. • Include stakeholders from the beginning; this builds credibility in your methods and assessment results. • Reflect on the process and results of assessment and do not be afraid to change your method. Assessment is an ongoing process. • Share your results—let others know about and learn from the work you've done

Assessment Planning



**adapted from Campus Labs*