

Sample Outline of Summary/Full Report

Name of Project
Name of Organization
Date of Report (semester/year)

Background

- If needed, describe the organization.
- Provide overview of assessment project (why did you do the project?).
- This could contain the literature review (or it could be its own section) if needed.

Method and Sample

- How did you implement the assessment (web- or paper-based survey, focus group, etc.)
- How did you choose and contact the respondents (random sample, intact group, convenience sample, etc. through e-mail, phone call, letter, etc.)?
- How many people did you ask to participate? How many did? If applicable, what was the response rate?
- What was the timeline of data collection? Were there reminders (for a web-based survey)?
- Describe demographics. If you have it for the population, sample, and respondents, it is good to report them all. If your response rate was low but you feel the respondents were representative, you can compare them to the demographics of students in the semester that the data was collected.

Results

- (SLS standard paragraph) Results will be reported as means, standard deviations (sd), and frequency percentages for the number of people (n) who responded to the question. For ease of reading, frequency percentages have been rounded to the nearest whole percent, so totals may not add up to exactly 100%. Tables are in descending mean or frequency order, unless otherwise specified. Qualitative themes are reported here; the entire list can be found in a separate document.
- What were the results? (Typically, you do not comment on the findings here. Use text, tables, charts, graphs, etc. in some meaningful order [which could be the order of the questions]). Be sure to indicate values (5=Strongly Agree, etc.).
- For some reports, you may also have deeper analysis—crosstabs, t-tests, ANOVA, correlations, regression—but many times you may not need that depth for what you are doing.

Conclusions and Recommendations

- What are a few key points that stuck out to you?
- What recommendations would you make for action or improvement?
- What were any limitations to the assessment (method, low response rate, generalization problems, time of assessment, etc.)? This could be a separate section.

Prepared for: Person, Department/Organization
Prepared by: You, Department/Organization/Institution
Prepared on: DATE