

Student Life Studies Assessment Planning Worksheet

Project Name: _____

Today's Date: _____

Assessment Purpose

The purpose of this assessment is to _____
(PURPOSE)

by assessing _____ using _____
(POPULATION) (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)

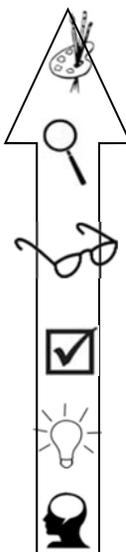
(BEHAVIOR)

(DEGREE OF ACHIEVEMENT)

Method Bank (how will you gather data)

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

Behavior Verbs 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 whom do you think you'll share the data?

Have you done this project before?

What changes were made?

Additional Notes/Concerns:

Project Timeline

Target Date to Begin Collecting Data: _____

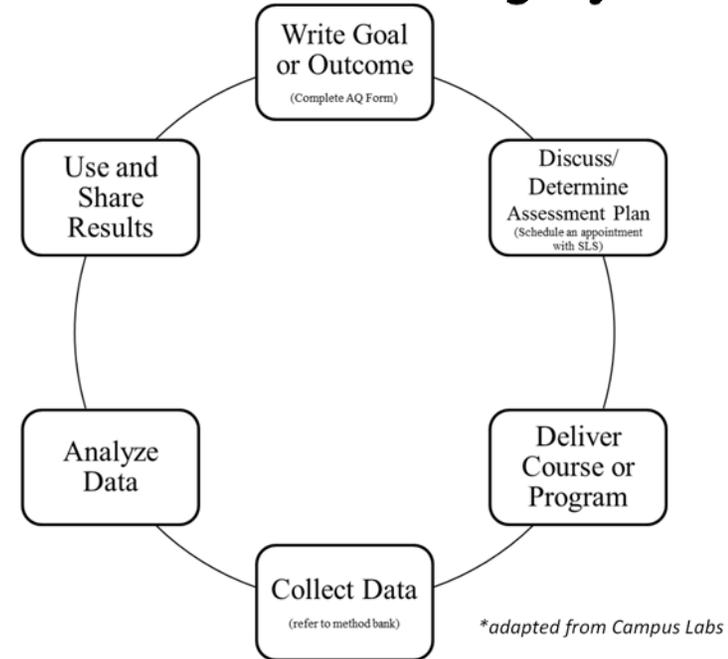
Target Date to Finish Collecting Data: _____

*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)

Making Sense of Assessment Results

What were the targets or goals? Were they hit?	What stands out as a success?
Is any information missing or any additional analysis needed? If so, what?	What stands out as an area for improvement?

Assessment Planning Cycle



Developing an Action Plan to Use Results

<p>Task: _____</p> <p>_____</p> <p>Who will do it: _____</p> <p>Due date: _____</p>	<p>Task: _____</p> <p>_____</p> <p>Who will do it: _____</p> <p>Due date: _____</p>
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Who are your stakeholders? What data does each stakeholder need to know? What finding should be emphasized for each stakeholder? How will you share data with each stakeholder?

Tips:

- Identify (and use) the data that already exists.
- There is often more than one way to collect the data—use what works best for you, knowing that you can add on other methods later.
- Keep it simple! Choose a method that is manageable so you can complete the project.
- Consider both formative and summative assessment and choose those that best meet your needs.
- 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.