

- Please “save as” to maintain the integrity of this document.
- See the example available on the Student Life assessment Web page for a model of how each section might be written.
- Title and save your document following this example: “New Student Orientation (15-16)—Plan.”

Title of Program
 Department
 Division of Student Life
 Name, Title
 Month Day, Year

Assessment Plan

Description

In one paragraph, describe the program, including acknowledgement of any collaborating department or faculty member. Include *what* (a brief description of the program), *when, where* (if a location for a one-time event has been scheduled), *who* (the targeted participants and how many you anticipate will participate), and *why*.

Assessment Method

Indicate *which* assessment method(s) you will use (e.g., paper questionnaire, online questionnaire, focus group, rubric), *how* and *when* the assessment(s) will be administered, and *who* will be invited to participate in the assessment (e.g., all participants, a sample selected by a specified means). If collecting selected demographic information is relevant to the assessment of your program (e.g., you want to compare results by gender, you want to report the ethnic/racial diversity of participants), consult the guide to [Standardized Demographics Questions](#). Create a separate Word document for each assessment instrument that you design if you use multiple methods (e.g., a survey and a rubric).

Measures of Success: State desired assessment objectives that will enable you to determine if you achieve the results you expect. In “Creating Measures of Success for Your Plan” from the Office of Quality Improvement at the University of Wisconsin-Madison, measures of success may include quantifiable or qualitative metrics (e.g. short-term or long-term; related to impact and/or process). In other words, your desired assessment objectives will help you answer the question “What will tell you that you have achieved your goal(s)?”

CAS Learning & Development Outcomes

Clearly specifying the intended outcomes will guide planning and assessing the program. Utilize the [CAS Learning & Development Outcomes](#) to identify each **Dimension of Outcome Domain** (column 2) that the program is designed to address. For each Dimension of Outcome Domain, customize Learning and Development Outcome(s) that the program is designed to promote. In parentheses following each learning outcome, indicate which Dimension of Outcome Domain your learning outcome reflects, as shown in the Assessment Plan example available in the templates folder. Use the [ABCD method](#) for writing an outcome statement.

Timeline

- A. Date(s) of the program’s implementation:
- B. Date when assessment occurs or begins:
- C. Date of follow-up assessment subsequent to initial assessment: (Write “None” if not applicable)