See the example available on the Student Affairs assessment Web page for a model of how each section might be written well.

To use this read-only template, copy and paste the text below into a new document, which will be editable.

Title your document following this example:
New Student Orientation (14-15)--Plan.

Title of Program
Department
Division of Student Affairs
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).

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 on the . 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)