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)--Summary.

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

Assessment Summary

Description
This text will come from your Assessment Plan and need only slight modification, primarily changing verbs to past tense, deleting any unnecessary information, and specifying the number of participants.

Assessment Method
This text will come from your Assessment Plan and need only slight modification, primarily changing verbs to past tense and adding the response rate. Report the response rate using a format similar to this, if possible: “Of the XX students who participated, XX completed the assessment questionnaire for a response rate of XX%.”

Results
[You may use charts and graphs when reporting results if doing so if preferable to text.]

If you collected demographic data, summarize. When citing statistics, rounding to the nearest whole number is okay (e.g., 87 students participated. 78% identified as women and 22% as men.). If your respondent pool is less than 10, cite specific numbers of students rather than statistics (e.g., “9 students participated. 7 identified as women, 2 as men. 6 identified as White, 3 as Latino.”).

Report results relevant to each CAS LDO that the program was designed to promote. Copy & paste the LDO(s) from your Assessment Plan. Include this line with link at the end of this section: “To request a copy of the assessment instrument, email DAT@trinity.edu.”

Discussion
In one or more paragraphs, address the following (you need not use bullet points):
- Provide any commentary you wish.
- How well did the program achieve the desired learning & development outcomes?
- What were the costs of the program in terms of time and money?
- If the program was meant to be repeated:
  - Do you recommend that the program be repeated in light of the time and money it cost and in light of the results obtained given the number of participants?
  - If yes, what recommendations do you make regarding the process of planning and implementing the program and/or the content of the program itself?