Assessment Signature Project Form 2020-2021

Please complete one Assessment Project Form for each program, event, or service that is being assessed.

I. **Department Name:**
    Submitted By – Name and Title:
    Date:
    Department Website URL:
    Telephone:
    Email:

II. **Program/Event/Service Description**

Name the program/event/service being assessed:
Describe the program/event/service, including purpose and goals. Limit to one paragraph:
Assessment Project data collection start date (indicate if one-time or recurring):
Assessment Project data collection end date:

III. **Type of Assessment**

Identify the type of assessment that will be conducted. (Check all that apply.)

☐ Student learning outcomes   ☐ Assessment of culture/climate   ☐ Measuring effectiveness relative to professional standards

☐ Satisfaction survey   ☐ Benchmarking

☐ Needs assessment   ☐ Assessment of physical environment   ☐ Student retention

☐ Program/department review   ☐ Other (specify):

IV. **Assessment Methods**

Identify the assessment method(s) that will be used in this project. (Check all that apply.)

☐ Survey   ☐ Observation   ☐ Visual Collection (photos, videos, etc.)

☐ Focus Group   ☐ Document Analysis   ☐ Student Research and Data

☐ Rating of Skills (e.g. Rubrics)   ☐ Card Swipe/Participant Count   ☐ Other (specify):

☐ Student Narratives, Journaling   ☐ Interviews

Identify the target population or sample being assessed and the size of the population or sample. If appropriate, please include sampling technique used.

Student Target Sample:
Sample Size:
Sampling Technique:

How will the data be stored (e.g. Excel Spreadsheet, SurveyMonkey, Qualtrics, CampusLink.)? Specify:

If the assessment project involves student learning outcomes please complete section V.

V.   OSU Student Affairs Learning Outcomes
Check all that apply.

☐Career Development   ☐Leadership

☐Critical Thinking   ☐Global and Intercultural Fluency

☐Life Skills   ☐Not Related to any OSU Student Affairs Learning Outcomes

Program/Service Student Learning Outcome with Target Achievement Level
Student Learning Outcomes defined: A Student Learning Outcome (SLO) refers to the knowledge, skills and abilities that a student has attained as a result of his or her engagement in a particular set of higher education experiences.

Enter Student Learning Outcomes (SLO) associated with the program/event/service identified in this assessment template.
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- (add second or more SLO's as warranted)

Identify the Achievement Level (level of learning, mastery, or proficiency) associated with each SLO.
One = Benchmark (basic). 2= Milestone (intermediate). 3 = Milestone (higher intermediate). 4 = Capstone (mastery). See scoring rubrics at: https://studentaffairs.okstate.edu/rubrics.
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- (add second or more achievement level of learning as warranted)

VI.   Please provide a copy of your assessment tool (questionnaire, scale, interview questions, etc.).

VII.   Summary of Results
What did your data reveal? What did you learn? Limit to one paragraph.

Decisions and Recommendations
What could've been done differently?

Based on collected data, in the future, what changes will you make to your program?