

## STEP 5: WORKSHEET

Take a look at a sample assessment design from the undergraduate student advising program at CED ([click here](#)) and design your own assessment plan.

### 1. Which outcome(s) are you curious about?

\_\_\_\_\_  
*Name 1-2 student learning and developmental outcomes you would like to examine.*

### 2. Where/when should the learning occur for the above outcome?

\_\_\_\_\_  
*(e.g., freshman orientation, transfer student orientation, workshop for seniors, career fair, etc.)*

### 3. Intended users and uses

(a) Who will be using the findings? \_\_\_\_\_

*(e.g., staff advisors, peer advisors, manager, director, etc.)*

(b) How will you use the assessment findings?

\_\_\_\_\_  
*(e.g., staff advisors, peer advisors, manager, director, etc.)*

(c) By when do you need to use the findings? \_\_\_\_\_

### 4. Guiding/assessment question(s): What do you want to know?

*"I want to know (or further explore) if/how/what/why/when..."*

### 5. Information/evidence/indicators: What information do you need in order to answer your question?

### 6. Data collection and analysis

(a) Where (from whom) and how can you get the information you need?

(b) What is the best-choice method?

- survey (e.g., intake and exit survey)
- student self-report
- existing data
- observation
- focus group
- interview (e.g., exit interview)
- e-portfolio
- case study
- behavior tracking (e.g., registration)

Describe the method and your implementation plan:

(c) How are you going to analyze/interpret the information?

\_\_\_\_\_  
*See analytic strategies for qualitative and quantitative data in the Table on page 10.*

(d) Who should be involved and by when should the analysis and interpretation be done to inform decisions?

Who: \_\_\_\_\_

When: \_\_\_\_\_