**Department/ Student Organization Name**

**Project Title**

**Semester and Year**

# Purpose of Assessment

* Why is the assessment being done?
* Who and how will results be used?
* How many times has this assessment been done?

# Method and Sample

* How did you implement the assessment (web- or paper-based survey, focus group, etc.)
* How did you choose and contact the respondents (random sample, intact group, convenience sample, etc. through e-mail, phone call,)? How many people did you ask to participate? How many did? If applicable, what was the response rate?
* What was the timeline of data collection? Were there reminders (for a web-based survey)?

# Key Findings with Recommendations

(SASP standard paragraph) Student Affairs Strategic Planning (SASP) identified several key findings and developed actionable recommendations the department may take based on the results. However, <department name> staff may identify other findings using their knowledge and understanding of the community. Staff members are strongly encouraged to read all the results and qualitative comments to gain a fuller understanding of students’ experiences.

* What are a few key points that stuck out to you?
* What recommendations would you make for action or improvement?

# Results

(SASP) standard paragraph) Results will be reported as means, standard deviation (sd), and frequency percentages for the number of people (n) who responded to the question. For ease of reading, frequency percentages have been rounded to nearest whole percent, so totals may not add up to exactly 100%. Tables are in descending mean or frequency order, unless otherwise specified. Summary themes are contained in this report; the entire list can be found in a separate document.

* What were the results? (Typically, you do not comment on the findings here. Use text, tables, charts, graphs, etc. in some meaningful order [which could be the order of the questions]). Be sure to indicate values (5=Strongly Agree, etc.).
* For some reports, you may also have deeper analysis—crosstabs, t-tests, ANOVA, correlations, regression—but many times you may not need that depth for what you are doing.
* Describe demographics. If you have it for the population, sample, and respondents, it is good to report them all. If you response rate was low but you feel the respondents were representative, you can compare them to the demographics of students in the semester that the data was collected.

# Department Background

* If needed, describe the organization. Provide overview of assessment project (why did you do the project?).
* This could contain the literature review (or it could be its own section) if needed.

# Project Details

(If applicable) What were any limitations to the assessment (method, low response rate, generalization problems, time of assessment, etc.)? This could be a separate section.

(SASP) standard paragraph) Student Affairs Strategic Planning (SASP) provides quality assessment services, resources and assessment training for departments in the Texas A&M University Division of Student Affairs and student organizations. Services by Student Affairs Strategic Planning are funded, in part, by the Texas A&M University Advancement Fee. Results of this project and other assessment projects done through Student Affairs Strategic Planning (SASP)can be found at <https://dsasp.tamu.edu/results/>. Additionally, anyone can follow Student Affairs Strategic Planning on Facebook.

To work with Student Affairs Strategic Planning for future assessment projects, please fill out the Assessment Questionnaire at https://dsasp.tamu.edu/aqform/.

Report Prepared for: Person, Department/Organization

Report Prepared by: You, Student Affairs Strategic Planning

Report Prepared on: Date

Survey Designed by: Person, Student Affairs Strategic Planning

Analysis by: Person, Student Affairs Strategic Planning