**Office of Student Affairs Assessment**

**University of \_\_\_\_\_\_\_\_\_**

**Title of Assessment or Research Project**

**Date**

**Submitted By:**

**Table of contents**

**EXECUTIVE SUMMARY- ½ to 1 page maximum**

**INTRODUCTION 1 to 1 ½ pages (use your comprehensive assessment plan outline as example for structure)**

 **Purpose of assessment (Learning and Program Outcomes),**

 **Methods/Design of assessment,**

 **Operational Definitions,**

 **Limitations**

**FINDINGS/RESULTS-Varies on length depending on type of assessment, but should be clear, concise**

**RECOMMENDATIONS (“CLOSING THE LOOP”): How should this information be acted upon? Who should act? How/when/why? Reinforce with more detail from executive summary-1 pg, make good use of bullets or numbers**

**APPENDICES**

**INSTRUMENT**

**COMPREHENSIVE PLAN**

**OTHER CONSIDERATIONS**

**RELEVANT SUPPLEMENTS**