# Planning Worksheet

**My Assessment Research Question is (what I want to know about my students)**:

**Student Learning Outcome (SLO) to be assessed (these can be course, program or college-wide learning goals)**:

**Course(s) in which assessment will take place**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity (ies) in which SLO might be assessed at the course or program level**:

**Description of assessment tool:**

*Think through what you are already doing in the program or course – can current assignments be modified or incorporated?*

Current class/course activity/assignment

* In-class Survey
* Culminating Assignment
* Course Embedded Assessment (mid-term or final exam, homework assign, quizzes, etc.)
* Portfolio
* Pre-test/Post-test
* Rubric Evaluation
* Performance Review
* Standardized Instrument
* Other (please define) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of scoring method(s) (check all that apply):**

* Rubric (a scoring tool that lays out the specific expectations for the assessment)
* Percentage Correct (for embedded test questions – when answers are dichotomous – right/wrong)
* Scaled Distribution (for use when answers are not dichotomous, but may be partially correct along a scale)
* Cross-scored by faculty (when faculty from within the discipline all provide scoring on a rubric)
* Gain Scores (Pre/Post Scores)
* Other (define) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of data collection methods:**

*(Consider using a pilot prior to rolling out full-scale to test if the instrument measures your assessment question)*

* Single Course
* Multiple Sections \_\_\_\_\_\_# of Sections
* Single Faculty Member
* Multiple Faculty Members \_\_\_\_\_\_\_\_# of Faculty
* Sample \_\_\_\_\_\_\_\_# of Students
* Entire Population \_\_\_\_\_\_\_\_\_# of Students

**Timeline:**

Semester data will be collected\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When in the semester will you collect the data \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Select time and place for analysis (example: Department Retreat, Division Meeting, etc.)