

An **assessment plan** should include, at a minimum, the following:

1. The learning outcomes for the program (typically 3-10).
2. A matrix of learning experiences (such as courses, but also internships, etc.) and learning outcomes indicating where students have a significant opportunity to learn the skill or knowledge, such as:

	Course 1	Course 2	Course 3	Internship
Learning outcome 1	X		X	
Learning outcome 2	X	X		
Learning outcome 3				X
Learning outcome 4		X	X	

3. A detailed description of the assessment approaches that will be used, which can include a combination of direct (e.g., exams, projects) and indirect (student self-assessments, exit interviews with students) measures.
4. A matrix identifying where key assessments of learning will be carried out for each learning outcome, such as:

	Course 1	Course 2	Course 3	Internship
Learning outcome 1	Assessment		Assessment	
Learning outcome 2		Assessment		
Learning outcome 3				Assessment
Learning outcome 4		Assessment		

5. A schedule identifying when the assessments will be carried out, who will be administering and collecting the assessment results, and who will be preparing the annual assessment report.

The “Results” report will also include 1) the assessment results and 2) the program modifications that will be made based on the assessment results. Reports in future years should also include data and information about whether the program modifications made in previous years had the desired effect on student learning.

*For questions or assistance, contact Dr. Kenneth Wolf, Director of Assessment.*