

# Co-Curricular Assessment Plan

Department:

Name of Service/Committee/Club:

Prepared by:

## Step 1: Planning

Remember planning is best done with all members of your team.

**1A: Describe the service or activity being assessed. Be specific so that the purpose and goal is clear.**

- What is the service/activity?
- What kind of information do you need? Opinions, attendance, usage, continued usage of the service?
- Based on the information needed, when should the assessment be completed—before or after the service, during the service, etc.?
- Where is the assessment completed—where the service occurs, email, Blackboard, online...?
- What level would you expect your students to achieve at the time of the assessment: Beginning, Progressing, Proficient or Advanced?
- What percentage of the students do you expect to be proficient at the assessment?

**1B: Relate the service/activity to its intended outcomes.**

Which outcome are you assessing? Check the box next to the appropriate outcome.

	Co-Curricular Outcome
<input type="checkbox"/>	Communications
<input type="checkbox"/>	Critical Thinking
<input type="checkbox"/>	Teamwork & Professionalism
<input type="checkbox"/>	Navigating Processes
<input type="checkbox"/>	Personal Development

\*Remember your assessment will need to clearly and separately report on each outcome within this form.

## Step 2: Assessment

**2A: Assessment Summary:**

- Describe how you are evaluating each category in the rubric.
- Attach the data file(s) to form.

**2B: Participant Summary**

- How many students were assessed?
- Were all students assessed?
  - If not, which students were assessed?

## Step 3: Evaluate

### 3A: Key Results

- Which of the results stood out to you?
- What percentage of the students were proficient in each category of the rubric? *This data can be found in the Results Summary table in the Rubric Excel file.*
  - % Beginning:
  - % Progressing:
  - % Proficient:
  - % Advanced:

### 3B: Analysis

- What did you learn from the assessment?
- Did the data highlight something new about the student service(s)?
- What area(s) can be improved upon?

### 3C: Act

- What steps will you take to improve the areas listed above?

## Step 4: Assess Actions

Assess your service/activity after implementing the actions from 3C using the same assessment procedure from 2A.

### 4A: Assessment data

- Attach the data file(s) to form.

### 4B: Participant Summary

- How many students were assessed?
- Were all students assessed?
  - If not, which students were assessed?

### 4C: Key Results

- Which of the results stood out to you?
- What percentage of the students were proficient in each category of the rubric? *This data can be found in the Results Summary table in the Rubric Excel file.*
  - % Beginning:
  - % Progressing:
  - % Proficient:
  - % Advanced:

### 4D: Analysis & Comparison

- What did you learn from the assessment in 4A?
- Did the results of the assessment change after implementing the actions from 3C? Please use the numerical values in 3A and 4C to aid in your explanation below.
  - List any positive changes:
  - List any negative changes:

### 4E: Act

- What steps will you take to maintain or continue the improvement of the service/activity assessed?

Last Revised: 8.6.2020 AJH