PROGRAM ASSESSMENT REPORT TEMPLATE

Please include the following topics in your **program assessment report**.

I.   **Program**- List the program for which this assessment report is associated (e.g. Science for Forensics)

II.   **Department**- submitting the report (e.g. Biology)

III.   **Date** – list the date you are submitting this report

IV.   **Date of assessment** – list the date the assessment occurred (e.g., fall 2021)

V.   **Introduction**- in this section of the report list the course(s) that were assessed, program outcomes that were assessed, the number of artifacts assessed, and **briefly** describe the relevance of the course(s) to the program.

VI.   **Methodology**- Please describe the steps involved in conducting the assessment. For example, what were students asked to do and how was assessment data collected? In addition, please attach the appropriate curriculum map and schedule of assessment and any instruments that may have been used (e.g., survey or rubric).

VII.   **Results**-Please describe the results of the assessment(s) including the degree to which students met the program outcome(s). Feel free to include tables, charts and graphs.

VIII.   **Findings**- What do the results of the assessment mean in relation to the extent students met or did not meet the program outcome(s).

IX.   **Conclusion and action plan**- Describe what you learned from the assessment(s) and how you will use the assessment findings in the future?