**Deadline: Submit with Part II by August 3, 2015**

Please provide the following information in order for your assessment project to be reviewed and scheduled:

Submitted by:

Department name:

Phone number:

E-mail address:

Assessment Project Title:

Target Audience: *Who are you assessing? (i.e., 1st year history majors; parents of out-of-state students) Size of sample?*

Purpose: *What do you want to know and why? If applicable, with what department(s) are you collaborating?*

Do you need assistance with the design of your assessment? YES NO

What is the method of assessment being proposed? *Focus groups, online surveys, iPods, end of program handout, etc.*

What tools will you use to collect your data? *(Baseline, Survey Monkey? Other?)*

Would you like assistance in learning about Baseline instruments to collect assessment data? YES NO

Provide a date range of three weeks when you want to administer this assessment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If necessary, do you have flexibility in scheduling the assessment outside of this date range?

If yes, please provide alternate date range:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please identify the criteria for your assessment project (check all that apply):

* Needs assessments to non-users of services or intended to determine student perceptions of services provided (outside of the Point of Service)
* Electronic surveys administered to more than 75 students.
* Surveys conducted for purpose of research (for professional development or publication).

Have you conducted the same or similar assessment in the past? YES NO

If yes, how were the results shared and used for program improvement?

How do you intend to analyze the information you gather? (Include person of responsibility, plan for analysis)

Do you need assistance in your data analysis? YES NO

**Return completed request to** [**barbara.stmichel@oswego.edu**](mailto:barbara.stmichel@oswego.edu) **with Part II by August 3, 2015**

*Assessment Project Request FINAL/khb*