**Assessment Symposium Poster Creation Form (Needs & Benchmarking)**

****Hello Assessment Project Facilitators! In order to assist you in creating your assessment symposium poster, we are asking you to select key bits of information that will be featured on this year's poster. Simply copy and paste the information from your **revised report** that you wish to include for each section - the process could not be easier!

Some tips to help you in this process:

1. Brevity is key! Share what is essential in the most concise way possible.
2. Write complete sentences using active voice. This will help readers follow your thoughts.
3. Only include one sentence per statement. (This will help you with brevity.)
4. Sequence your content to "tell the story"; include the most important information first.

Please email your completed form to Scott (dtharp1@depaul.edu).

**Department**

1. Please write out the full name of each department or unit and include a preferred acronym in parentheses for each all departments / units affiliated with the project (e.g., “Office of Student Involvement (OSI)”).

Department #1: Click here to enter text.

Department #2: Click here to enter text.

Department #3: Click here to enter text.

Department #4: Click here to enter text.

Department #5: Click here to enter text.

**Abstract**

1. Please copy and paste the abstract for your project. This will be included in the program for the symposium. (Please remember that abstracts should be 150 words or less.)

Click here to enter text.

**Project Title & Research Question**

1. In six words or less, what would you title your project?

Click here to enter text.

1. What question was your assessment attempting to answer?
(Don't forget to write this in sentence form.)

Click here to enter text.

**Methodology**

1. How did you go about collecting data for your assessment project? Include sentences about: how participants were invited to participate, the instruments used to collect data, and how you analyzed the data you collected. You must have at least 2, single statements, yet no more than 4 single statements. (Keep all 4, single statements under 150 words.)
	1. First Statement: Click here to enter text.
	2. Second Statement: Click here to enter text.
	3. Third Statement: Click here to enter text.
	4. Fourth Statement: Click here to enter text.

*Example:*

* *An internally-created Qualtrics survey was distributed by e-mail to all student participants one week after the program concluded.*

**Demographics**

1. Who participated in your assessment project? Describe how many people participated and what you know about this group. Include sentences about: the number of participants, their descriptive characteristics (e.g. class standing, housing, college affiliation, race, etc.), and what they all had in common (e.g. all part of the same class, all received services from your department). Report raw numbers first and percentages in parenthesis (see examples below). (Keep all 4, single statements under 150 words)
You must have at least 2 single statements, yet no more than 4 single statements.
	1. First Statement: Click here to enter text.
	2. Second Statement: Click here to enter text.
	3. Third Statement: Click here to enter text.
	4. Fourth Statement: Click here to enter text.

*Examples:*

* *Of 100 students invited to participate, only 50 students (50%) completed the learning survey.*
* *Surveys were completed by 15 seniors (30.0%), 20 juniors (40%), 10 sophomores (20%) and 10 first-year students (10%).*

**Key Findings**

1. What were the results from your analysis? Results can include data findings such as frequencies (80% of students), averages (mean, median and mode scores), outputs from statistical analyses (e.g. t-tests), primary themes, or comparative observations. Report raw numbers first and percentages in parenthesis (see examples below). ***Include the most powerful results that directly contribute to intended next steps as a result of your project***. You must have at least 2 single statements, yet no more than 4 single statements. (Keep all 4, single statements under 150 words)
	1. First Statement: Click here to enter text.
	2. Second Statement: Click here to enter text.
	3. Third Statement: Click here to enter text.
	4. Fourth Statement: Click here to enter text.

*Examples:*

* *12 students (24%) demonstrated satisfactory communication skills.*
* *Two themes were identified related to conceptual knowledge and applied knowledge.*
* *Students who participated in the workshop series had a higher mean score of self-confidence
(M = 4.2, SD = 1.37) than those who did not participate in the workshop series (M = 1.54, SD = 1.41).*

**Plan of Action**

1. What do you plan to do next? This is the most important part of “closing the loop” for the assessment process. Consider things such as: specific program modifications, creation of new initiatives, sharing results with specific stakeholders, or even repeating the same assessment with specific modifications. You must have at least 3 single statements, yet no more than 4 single statements. (Keep all 4, single statements under 150 words)
	1. First Statement: Click here to enter text.
	2. Second Statement: Click here to enter text.
	3. Third Statement: Click here to enter text.
	4. Fourth Statement: Click here to enter text.

*Examples:*

* *Self-care topics will be integrated into quarterly meetings for all student athletes.*
* *The department will convene a meeting during the 2016 winter term with the Office of Student Employment to share these results and discuss collaborative opportunities to design an initiative targeting transfer students.*

**\*\*OPTIONAL SECTIONS\*\***

If you would like to include either a participant quote or a graphic on your poster, you may do so. ***There is only enough space for one of these options***, so please select only one:

[ ]  **Selected Participant Quote**

1. Please share 1 quote from a participant. Great quotes to use are those that capture key themes found in your project or explicitly articulate what they learned in their own words. Total quote word count should not exceed 50 words.
	1. Quote #1: Click here to enter text.

[ ]  **Graphic**

1. Do you have a graph or table that would help communicate your findings, or an image that represents an aspect of the program that you assessed? If so, please submit your graph or table with this form and be sure it meets the following requirements
	1. The graph or table is created and submitted in PowerPoint, word, or excel
	(Please do not submit an image file in case it needs to be reformatted)
	2. The graph or table has a short, descriptive name
	3. The table / graph includes all relevant labels
	4. The graphic or table text uses relatively little text (to be readable no larger than 12x12 inches on a poster)