**ASSESSMENT PLAN TEMPLATE:**

**UNDERGRADUATE ACADEMIC DEGREE PROGRAMS**

This assessment plan template outlines a systematic approach to reviewing the student learning experience for your undergraduate academic degree program. A simple, straightforward assessment plan includes:

* **What** – What are students expected to learn? *Student learning outcomes that have been submitted can be viewed in the Guide.*
* **Where** – Where in the curriculum are students expected to learn and apply the knowledge and skills specified as the learning outcomes? *A curriculum mapping worksheet is provided on the last page of this template.*
* **How** – How do program faculty know (what is the evidence) that students are learning what they expect them to learn? *Examples of direct and indirect methods of assessment can be found on the UW Madison Assessment website.*
* **So What** – Faculty review the assessment activity findings to determine if students are meeting the expectations and identify ways to improve the program, if necessary. *Information about annual assessment reporting can be found on the UW Madison Assessment website.*

More information about developing learning outcomes and an assessment plan guide is available on the UW-Madison Assessment website [https://assessment.provost.wisc.edu](https://assessment.provost.wisc.edu/).

**Please email your program’s Assessment Plan Template and**

**Curriculum Map Worksheet to** **regina.lowery@wisc.edu** **by July 1, 2016.**

 **Assessment Plan Template – Undergraduate Degree/Major Program**

Whether program personnel decide to paste information into this template or to utilize a pre-existing document, all bolded items **must** be included and clearly labeled.

**Identifying Information**

**School/College:**

**Undergraduate Degree/Major Program Name:**

**Faculty Director Contact/Title:
Contact Information:**

**Student Learning Outcomes (*What*)**

Generally, programs have 3 to 5 learning outcomes; undergraduate programs must have at least three defined learning outcomes. List the undergraduate student learning outcomes for this academic degree/major program below. Feel free to add rows if the academic degree/major program has more than five learning outcomes. *The student learning outcomes that have been submitted for your academic degree/major program can be found in the Guide.*

**Student Learning Outcomes**

 1.

 2.

 3.

 4.

 5.

**Plan for Assessing Each Student Learning Outcome**

For each of the degree major/program student learning outcome, indicate how the program plans to assess whether or not students are meeting the expectation, as well as when each learning outcome will be assessed. Keep in mind that each academic degree program is expected to engage **in at least one assessment activity per year** and assessment activities, in total, **must include one direct assessment method**. While programs do not need to assess each learning outcome every year, **all learning outcomes must be assessed within a period of three years**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Planning (*How*)** | Learning Outcome #1 | Learning Outcome #2 | Learning Outcome #3 | Learning Outcome #4 | Learning Outcome #5 |
| Method for assessing learning (at least one direct method required) |  |  |  |  |  |
| Timetable for assessment activity (at least one activity each year; all outcomes reviewed in a 3-year cycle) |  |  |  |  |  |

*\*For examples of direct and indirect methods of assessment, see the UW Madison Assessment website*

*You may elect to copy and paste this table multiple times if your program has more than five learning outcomes.*

Also provide answers to the following questions as part of your assessment plan.

1. **Who is responsible for assessment?** (identify an individual or team who will coordinate the implementation of the plan on an annual basis):
2. **What is the plan for review of the assessment information?** (typically during an annual meeting of the program faculty and staff; note that at this meeting the program may want to review enrollment information, course progression, degree completion, and other structural features of the student experience in addition to the evidence about student learning):
3. **What is the plan for production of an annual summary report?** (the annual summary report includes the materials that form the basis of discussion at the annual meeting of the program faculty and staff, along with any recommendations made after considering the student learning assessment information presented):
4. **How will recommendations be implemented?** (explain the general process by which recommendations will be implemented):

**For Graduate Degree Program Assessment Plan Template, see the UW Madison Assessment website.**

**Undergraduate Degree Program Curriculum Mapping Worksheet *(Where)***

This worksheet, or similar document, **must be included** with the submission of the program’s assessment plan.

* **Learning outcomes** – Enter the academic degree program learning outcomes identified in the assessment plan on the top row of the following chart. Feel free to add columns if the academic degree/major program has more than five learning outcomes.
* **Degree/Major Program Courses/Experiences** – List all degree requirements (in some cases co-curricular experiences may also be included). Feel free to add rows as needed.
* Indicate with a check (X) where the course or learning experience contributes to each of the learning outcomes. Courses may contribute to multiple learning outcomes.

|  |  |
| --- | --- |
| **Curriculum Map*****(Where)*** | Enter program-level learning outcomes and check (X) which course or experience contributes to which learning outcome. |
| **Degree Program Courses or Experiences** | Learning Outcome #1 | Learning Outcome #2 | Learning Outcome #3 | Learning Outcome #4 | Learning Outcome #5 |
| Course #1 |  |  |  |  |  |
| Course #2 |  |  |  |  |  |
| Course #3 |  |  |  |  |  |
| Course #4 |  |  |  |  |  |
| Course #5 |  |  |  |  |  |
| Course #6 |  |  |  |  |  |
| Course #7 |  |  |  |  |  |
| Course #8 |  |  |  |  |  |
| Course #9 |  |  |  |  |  |
| Course #10 |  |  |  |  |  |
| Course #11 |  |  |  |  |  |
| Course #12 |  |  |  |  |  |
| Course #13 |  |  |  |  |  |
| Course #14 |  |  |  |  |  |
| Course #15 |  |  |  |  |  |
| Experience #1 |  |  |  |  |  |
| Experience #2 |  |  |  |  |  |
| *\*Add additional rows as needed to capture all requirements.* *Minimally, all of the courses required to complete the major degree program should be listed. Optionally, elective courses may be included in addition to the required courses.*  |

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**Curriculum Map Worksheet to** **regina.lowery@wisc.edu** **by July 1, 2016.**

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[**https://assessment.provost.wisc.edu**](https://assessment.provost.wisc.edu/)