Evaluation Report Template

Directions: This document is a template for a summative evaluation approach and may be adapted depending on the audience, type of evaluation, or specific program/institutional needs.

Report to [insert name of institution/program being evaluated]

[Date]

[Name, degrees, and affiliations of team)

Executive Summary

The executive summary is a one-page overview of the evaluation, methods, and findings, similar to an abstract. Including an executive summary is especially helpful when you have a longer report and need a concise overview to share with stakeholders.

Background

Provide a background about the program, its purposes, the language(s) and levels taught, stakeholders, and the program evaluators. It can include information such as how long the language program has been in existence or relevant linguistic factors, such as the introduction of a heritage language strand to meet the needs of a population. In this section, make sure to include any evaluation questions.

Methods

In this section, describe the processes used to organize and conduct the evaluation. This part can be 1-3 paragraphs that describe any kind of self-study or data gathering and the kind of information gathered, such as enrollment data, course offerings, instructor or staff descriptions, departmental learning outcomes, assessment results, and any surveys conducted with stakeholders. Consider using subheadings to describe the different parts of the evaluation. Example subheadings may include, Site Visits, Focus Groups, Data Review, etc. See below for an example of Site Visit subheading.

The Site Visit

This part of the report will describe the site visit, including dates of arrival and departure, meetings or observations conducted, and types of meetings with the numbers of stakeholders involved. If there is no site visit, you will want to describe the type of data gathered and the method, etc.

Findings

This part of the report describes any of the discoveries that have been made during the evaluation process. For example, you may share any outcome data from tests or key themes from the focus groups, surveys, or interviews. In this section, you provide answers to the evaluation questions that you included in your background section. It is often helpful to frame the findings section according to the evaluation questions.

Recommendations

The recommendations section should list and describe recommendations and suggestions for how to implement them. Recommendations can include both program-wide recommendations and recommendations for specific actions. Recommendations should be feasible for the program and specify any additional resources (such as faculty or staff) needed to enact them.

Reflections and Next Steps

This section allows for recognition of staff, faculty, and other stakeholders, as well as any qualitative reflections on the program. A concluding paragraph can summarize the key findings and program direction.