

Evaluation Plan Assignments

Overview of the Assignment

You will be creating a partial evaluation plan for the course you identified in your case study. You are only required to complete the *what* and *how* portions of the evaluation plan. However, since many of you are using your actual courses for the case study, I encourage you to consider completing the rest of the evaluation plan as indicated in your text book on page 49.

Requirements for the Paper

This paper will be *basically* APA formatted. This means, 1-inch margins, Times New Roman font, 12 point size, double spaced. In the template for this week's assignment, I have included subheadings for you to use. Correct grammar and complete sentences should be used for this paper. (There is *still* no such thing as a one sentence paragraph, although it is possible for bullets to be one sentence long.)

The reason I say *basically* APA formatted is that I am not requiring that the evaluation plan table be formatted in APA. The reason for this is that in real life, you will be creating an evaluation plan in a table (as illustrated in the book). It won't be part of a paper, so it won't need to be formatted in APA. I don't want you to create an APA formatted table for this assignment, when that isn't what you'll be doing in real life.

When you submit your assignment, you will add the evaluation plan pages from this assignment to the end of your case study from week 2 and will submit the entire document including week 2 and 3. Google Drive is the preferred way to submit, then share it with us. Not everyone can open MS Word files.

A Few Things That Are Different From the Text

The text leaves the impression that every course should be evaluated at every level. I do not believe that to be true. Part of your job as an evaluator is to determine what needs to be evaluated and why, and it may be true that you have no reason to evaluate at level 1, or at level 2 (although this is very unlikely), or at level 3 or level 4. Therefore, you will only complete the evaluation plan for the levels you want to evaluate.

If there are one or more levels that you are *not* evaluating, you will want to individually list each level and explain your rationale for why you are not evaluating that level. You will describe

the excluded levels and rationales in the last section of the paper. If you are including every level of evaluation in your evaluation plan, you do not need to include the last section in your paper.

I have changed the evaluation plan chart slightly to reflect common use of the four levels of evaluation. In your book on page 49, the authors separate level 3 into “on-the-job” and “environment.” In my experience, level 3 is typically treated as one category so that is how I have formatted the evaluation plan for your assignment. Your book also lists two parts for level 4, Impact and ROI. In Kirkpatrick’s original model level 4 evaluation is just impact. Jack Phillips subsequently added a *level 5* which is ROI. Again, since this is the way most organizations talk about the levels of evaluation, I wanted you to work on a chart that reflects the common usage of 5 levels.

Assignment

For this paper, please include:

- Your case study from week 2.
- The template of the week 3 assignment which includes:
 - o The business/education metrics if you have them.
 - o The preliminary evaluation plan, including the *what* and *why* columns completed. (a good check for your evaluation plan is to make sure you have an evaluation plan for everything you say the student will know or do in your objectives.)
 - o The description and rationale for any evaluation levels that you are not using in your evaluation plan.
- Please add page numbers to your paper (if you haven't already done so last week.)