

## What an Evaluation Report Is NOT

*Warning: This is not an official statement from the U.S. Department of Education. It is a draft document and being made available to FIPSE grantees seeking guidance on their evaluation reports.*

### **The evaluation report is NOT:**

1. An analysis of budget and spending.
  2. An accounting of your program activities, *except* as they are relevant to any assessment you are doing.
  3. A description of the MOU process. (That goes in your **annual** report, not your **evaluation** report.)
  4. A student or faculty satisfaction survey.
  5. A feel good essay about exchanges and study abroad. (For the sake of your evaluation report, please assume that the reader of your report is highly skeptical that exchanges add value to academic programs. Don't assert that exchanges are valuable, instead provide evidence.)
- A place for vague assertions.

### **An evaluation report IS:**

1. An opportunity to document changes in student or faculty knowledge, skills, attitudes and/or behavior.
2. An opportunity for YOU to learn. You want to make sure that you are working with your evaluator to review your findings as you go along, so that you and your partners can make changes to your project.
3. An opportunity to show our evaluator your research instruments – surveys, interview questions, etc. Please include a copy with your report. That way if Susan Lehmann sees that you are asking intriguing questions that might work well in other projects, she can add your questions to a list of suggestions for others.
4. An opportunity for you to be specific about who benefits most from your project as you designed it – e.g. sophomores or seniors, men or women, those in community colleges, those with several years of foreign language training, those with limited international experience, etc.
5. An opportunity for you to explain what revisions, improvements, or enhancements you would make, funding permitting, to increase the value of this project in the future.