

Teaching and Learning Goal: What skill or ability do you want students to acquire? What behavior do you want to change? What knowledge do you want to test? What assumptions (either students' or the instructor's) do you want to test? Focus on only one such goal

Teaching Question: Adapt the teaching and learning goal to a specific course. Make this question narrow and focused so that it can be measured.

Assessment Technique: What instrument are you going to use to collect information? Is it simple enough that you know how to analyze the results? Will the information it provides answer the teaching question?

Classroom Practice: What assignment or activity are you going to use in the class to try to test the question? When are you going to do it? Who will conduct it? Will it be graded? Will it be anonymous or will students sign their names? How long will it take? How will students know what to do with it? Who will explain it? How will the relationship between this assignment and activity and the course be explained?

Summary of Results: What does the information you collected through the assessment instrument tell you about your teaching question?

Conclusion: What have you learned? What surprised you? What would you do differently? What implications does this have for your future classroom practice?