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| **Division:** |  |
| **Administrative Unit:** |  |
| **Contact Name(s):** |  |
| **Email:** |  |

***Instructions:*** *Use this template to report the assessment outcomes, methods, results, analyses, and discussion. You should include at least three outcomes. Briefly answer the questions for all the outcomes you have. If you have any questions please contact us. When completed, e-mail your report to* [***assessment@miami.edu***](mailto:assessment@miami.edu)*.*

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| **MISSION STATEMENT**  ***(Include in space below)*** |

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| **OUTCOMES, METHODS AND RESULTS**  *(Briefly answer questions for all the outcomes, methods, results and analyses.)* |

**OUTCOMES**

**Outcome 1** (What is the specific, attainable, and measurable outcome that demonstrates what your unit does in day-to-day operations?)**:**

**Assessment Method for Outcome 1:** (What did you assess quantifiably? What instrument did you use to assess? What is the target you expect to achieve to meet the outcome?)**:**

**Results for Outcome 1** (What is your numerical summary? You only need to provide one year of data. Use table or graph)**:**

**Analysis for Outcome 1** (Did you meet the target you expected to achieve? What strengths and/or weaknesses did your results reveal?)**:**

**Outcome 2:**

**Assessment Method for Outcome 2:**

**Results For Outcome 2:**

**Analysis for Outcome 2:**

**OUTCOME 3:**

**Assessment Method for Outcome 3:**

**Results for Outcome 3:**

**Analysis for Outcome 3:**

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| **DISCUSSION**  *Please answer the questions below.* |

**What did you learn from your results (include strengths and weaknesses)?**

**What changes have you made and plan to make based on your assessment results?**