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| [Type in the name of a sponsoring organization (IF Applicable). Otherwise please delete.] |
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| **Author** |
| **[Pick the date]** |

[A basic summarization of contents within the executive summary. You will likely not want to report specifics, rather indicate overarching themes (e.g. This report outlines areas of strength, calls attention to concerns,…).

A list of purposes or objectives of the survey as well as a description of who or what it will inform. This is typically given with a small statement followed by an enumerated or bulleted list (e.g. The objective of this survey is to…. [list of objectives using numbers or bullets] & This survey will inform… [list of persons, organizations, etc using numbers or bullets]).

A few paragraphs about the background of the survey. If you have an underlying reason to conduct the survey outside of the course, this would be a great place to note that. If you conducted the survey to satisfy a general requirement, then discuss the intended audience and any other information that may help describe the setting.

A brief description of all design, methods and analyses used. Try to be thorough but not wordy. Think about how someone could poke holes in your argument. For example, if you failed to reverse code Likert Scale items then someone could attack your results quite easily!

A list of the results. Using a brief sentence or two followed by an enumerated of bulleted list, describe the overarching results of the survey (e.g. The results of the survey…. [list of results])

A list of recommendations (optional). If the survey was used as part of an evaluation, provide an enumerated or bulled list of results of suggestions that are formative in nature.

*Insert a copy of your survey. Use whatever format you wish but please make sure it is legible.*