Appendix E: Example Report Outlines

There are many different ways to structure a report and no one “right” way. This section lists several options. Appendix F (available via the ASA Program Reviewers and Consultants Portal) includes sample final reports.
Example A: Outline for a Final Report:

1. Optional: an executive summary preceding the body of the report.
2. Introduction
   a. Institutional setting in which program is located
      (1) Mission of the college or university
      (2) Essential program statistics (i.e. Numbers of majors and faculty)
      (3) Role of sociology—actual or potential—in the institution
   b. Purpose of the visit
3. Strengths and Areas of Concern—back up your conclusions point by point with narratives of your findings, observations and quotations, omitting names as appropriate to preserve confidentiality.
4. Institutional and Departmental Needs
   a. These should be defined in terms of the major problems identified during the visit and in terms of the context in which the department is located.
   b. The needs identified serve as the basis for recommendations in such areas as curriculum, program focus or foci, department administration, additional resources required, etc.
5. Recommendations—these should be succinct, but clearly related to the needs identified.
6. Follow-up support which reviewer(s) may provide. NOTE: be sure to follow through with any promises made!
7. Appendices: Suggested items to include:
   a. Relevant statistical information (e.g. enrollments, majors, degrees granted) drawn upon in the report, unless these are readily available elsewhere—such as in a self-study.
   b. Course outlines and other resource materials, published or unpublished, which the visitor wishes to make directly available to the department.
   c. A bibliography of resource materials, including a link to the Departmental Leaders Toolbox on the ASA website. The reviewer recommends that the department consult these documents on its own.
   d. Materials which the visitor has prepared especially for the department’s use, e.g. statistical comparisons with sociology programs in other institutions similar in type to the one visited.

Example B: Outline for a Final Report:

1. Describe who you met with and what materials you reviewed.
2. Overview of Evaluation of Program
3. Major and Minors
   a. Learning Goals
   b. Major Requirements
   c. Curriculum
   d. Sequencing and Course Levels
   e. Minor Requirements
4. Students
   a. Number
   b. Perceptions
5. Faculty
   a. Evaluation
   b. Development
6. Other
   a. Budget
   b. Computers
   c. Library
   d. Other

Example C: Outline for a Final Report

1. An executive summary that begins with a summary paragraph or two, followed by the recommendations that are included in the body of the report.
2. An introduction that describes:
   a. when the visit occurred, who was interviewed during the visit, and any other activities that were done during the visit (such as visiting the library)
   b. materials that were reviewed
   c. particular goals/purposes of the visit
3. Basic description of the department/program, including:
   a. size and makeup
   b. relationships with other departments/programs
   c. course offerings and enrollments
4. General discussion of strengths and weaknesses
5. A set of recommendations, based upon 2, 3, and 4 above, and generally structured around the recommendations found in Changing Landscape of Higher Education. List each of the national recommendations, and then reflect upon the department/program in relation to those guidelines. Specific recommendations for the department are built upon the national guidelines.
6. Appendices that include relevant data, resources, and reference materials.