Program Report Template: Sample

The ASCA National Recognition for School Counselor Preparation Programs is available to universities/colleges currently accredited by the Association for Advancing Quality in Educator Preparation and those who are applying for accreditation. The ASCA recognition is awarded by ASCA to programs that show evidence of meeting the ASCA standards. Program reports are reviewed by a team of reviewers trained and assigned by ASCA.

1. <u>BASIC INFORMATION</u>

   a. Name of institution:
   b. Name of program:
   c. State:
   d. Date submitted:
   e. Name and title of preparer:

2. <u>PROGRAM DESCRIPTION</u>

    a. Provide most recent completed graduation data on candidates enrolled in and completing the program, beginning with the most recently completed academic year. See example below:

Academic Year	No. of Candidates Enrolled in the School Counselor Preparation Program	No. of Program Completers (Master's in School Counseling)

    b. Provide details about each faculty member responsible for professional coursework, supervision or administration of the school counseling program. See example below:

Faculty member name	
Highest degree, field, and university	
Assignment (role of faculty member)	

b. For each assessment provided above, please provide the following information:
    1. Description of the assessment and its use in the program (1-2 sentences).
    2. Description of how the assessment specifically aligns with the standards it is intended to show evidence of meeting as indicated above. See the rubric for evidence that is unacceptable, acceptable and on target.
    3. Brief analysis of the data findings.
    4. Interpretation of how the data provides evidence for meeting the standards.
    5. Attachments: assessment/tool, scoring rubric, data charts/tables

4. <u>USING DATA TO IMPROVE THE SCHOOL COUNSELING PROGRAM</u>

Please discuss how assessment results have been analyzed and used to improve candidate performance and strengthen the school counseling program at your institution (12,000 characters max).