



Project Evaluation Form



Tompkins Cortland Tech Prep Special Project Report

Personal Information:

TITLE of Tech Prep Project: _____

Name: _____ School: _____

Address: _____

School phone: _____ Email: _____

What is the purpose of this form?

- The purpose of this form is to document what you accomplished through your mini-grant project.
- This report should highlight the success of your project, explain any unexpected changes in the project, and describe a product or outcome.
- This form is designed to help you to describe your project fully so that others unfamiliar with your project will understand what you accomplished with this mini-grant.

HOW DO I COMPLETE THIS FORM?

1. You should fill out this cover page.
2. Attach additional pages to answer each of the following questions.
3. To date, how have you actually used this project in the classroom (please provide a brief summary with highlights for the year).
4. EVALUATE YOUR PROJECT'S SUCCESS:
 - a. Does it meet your purposes? (e.g. did you reach the desired outcome?)
 - b. How is it benefiting students?
 - c. Describe the activities and outcomes for the project (July 1, 2008 to June 14, 2009).
 - d. About how many students have benefited from the project during this year (July 1, 2008 to June 14, 2009)?
 - e. About how many students per year will benefit from this project in the future?
 - f. Please include a student reflection piece. If you would like to see a sample questionnaire that students can fill out, please contact the Tech Prep office. Otherwise, you may use any reflection piece you may find appropriate.