

Your  
Program  
Logo

# Your Program Title

Your Program Dates

A graph, table, picture, other?

## Audience

**Whom are you serving?** Include demographic data

- Total number of participants
- Number of male and female participants
- Number of underrepresented/underserved/minority participants (the definition of underserved is at your discretion)
- (The above three will be collected for the executive summary!)
- Be sure to specify if your program is specifically geared towards serving an underrepresented audience!
- What were the criteria for admission to your program?

## Funding

**Who is paying?** Is your program funded by participant fees, grants, an MSU unit (or units), or a combination?

- If you have external funding, please specify how much here. External = grants, etc. that are NOT from MSU and NOT from fees paid by your participants. You may be required to list your grant number from the funding agency, and/or include that agency's logo.
- Scholarships available? For whom? (low-income, underserved, etc.)

## Objectives

**What do you INTEND to accomplish (outcomes)?** Clearly defined objectives should correlate directly with measured impacts.

- WHY you are serving this audience: Filling a need? At-risk group? Is it discussed in the literature?
- Objectives with targets (e.g. 90% graduation rate among participants) are best!
- Consider origins of your objectives: what does your funding agency want? Your unit? MSU?

## Description

**What did you DO (outputs)?**

- Short as possible, economy of words
- Specify how many MSU faculty/staff/students are involved (include ALL, paid and volunteer) and how
- Intentional contact hours (includes any time with planned programming: sleep is out, meals are out, but meals with faculty count! "Free time" is out, but time spent getting coffee with undergrads and hearing more about college would count, and so on)
- Avoid evaluation of what you did here, that comes in the Outcomes section below

## Outcomes

**What DID you accomplish (outcomes)? This should be the largest section.** Examples:

- Evaluations results (give points that match up directly with your objectives) (this is the most important outcome!) (see example reports for reporting style, go ahead and choose results that make your program look the best!)
- Surveys, letters, testimonials
- Changes from benchmark or baseline measurements
- Collaborations established
- Engagement of MSU faculty/staff/students, survey them too!
- Feedback from participants after your program

## Additional Significant Information

- What else would your bosses, the President of MSU, or your funders want to know (sell your program)?
- Publications, consulting you've done, speaking engagements, curricula influenced, media coverage?
- Include non-monetary contributions (volunteer time, facilities, etc) here?

## Contact Information

Name, Title, Address, Phone, Email, Program website

### Notes

1. The examples and questions in each section above are intended to suggest what should go there, usually because some other pre-college director included them in his/her report! They are suggestions, you don't need to address all of them.
2. Each section has a header (title) in bold on a separate line, no colon
3. Stick to Arial 10 pt font
4. Keep inside the two-column formatting!!
5. Organizing your information in tables, bulleted lists, and graphs is easier to read than a long block of text
6. It's hard to edit down, but do it! Be brutal, critical – what does Lou Anna K Simon want to hear about? It all has to fit on one page.

## 7. **Deadline December 1st** to send

to ([pccomm@msu.edu](mailto:pccomm@msu.edu)) for inclusion in the annual pre-college report to MSU administration.

MICHIGAN STATE  
UNIVERSITY

(Or MSU  
logo  
including  
your unit)