

## **Fall 2020—Community Organization FAM 4351—Needs Assessment Assignment**

For this assignment you will work individually. Design a hypothetical needs assessment template that will allow you to further understand the needs of a local organization providing programs / service to children and their families. Some examples could include a day care centre, a drop in program, an advisory group, a parent council, etc.

For this assignment you will need to include the following in your paper:

**Introduction (1 page)**—use this section to introduce your community organization and the services it offers. Additionally, enlist the goals for this needs assessment.

**Identify Specific objectives (2 objectives)**

**Identify key stakeholders (1/2 page)**—you will be gathering data from key stakeholders to assess your community organization's need. Please explain who the key stakeholders will be.

**Enlist survey questions** directly aligned with the specific objectives (15-20 questions). Create a survey / questionnaire template that includes questions useful in gathering pertinent data to support the objective. It is equally important to explore goals, supports, challenges, and barriers on your template. (1-2 pages)

**Summary (1/2 page)**—wrap it up. What will be done with results? What would be your hypothetical approach to sharing the results?

**Be creative.**

**Assignment is due Week 5—Thursday October 8, 2020.**

Assignments are to be submitted in Brightspace. No assignments will be accepted via email.

**Assignment should be approximately 4 pages (title page not included in page count). Pages should be double spaced, Times New Roman or Arial font).**

**Worth 10% of final grade.** Regular late penalties specified in the CSI apply.

## Needs Assessment Assignment Rubric

| Scoring Level/ Theme                                                                                                                                                                                                                                                                                                                      | Exemplary<br>(2) | Exceeds<br>Requirements<br>(1.5) | Meets<br>Requirements<br>(1) | Beginning<br>(0.5) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------|------------------------------|--------------------|
| <b>Objectives</b> <ul style="list-style-type: none"> <li>Clearly aligns with the purpose of the assessment.</li> <li>Clearly addresses what you want to find out.</li> </ul>                                                                                                                                                              |                  |                                  |                              |                    |
| <b>Relevance and Strength</b> <ul style="list-style-type: none"> <li>All the questions are directly related to the specific objectives.</li> <li>Questions help gather unbiased and objective data.</li> <li>The questions are strong and independent so as to support the objectives.</li> </ul>                                         |                  |                                  |                              |                    |
| <b>Focus and Sequencing</b> <ul style="list-style-type: none"> <li>All the questions are clearly related to key questions and specific objectives.</li> <li>Strong organization and integration of questions within subtopics.</li> <li>Strong and logically sequential transitions linking questions and specific objectives.</li> </ul> |                  |                                  |                              |                    |
| <b>Writing Conventions</b> <ul style="list-style-type: none"> <li>Demonstrates use of professional language with essentially no spelling or grammatical errors.</li> <li>All sections of the assignment are included and adhered to the page length and instructions.</li> </ul>                                                          |                  |                                  |                              |                    |
| <b>Creativity</b> <ul style="list-style-type: none"> <li>Template looks professional and inviting.</li> <li>Expressed innovative ideas to stakeholder engagement and sharing of results.</li> </ul>                                                                                                                                       |                  |                                  |                              |                    |

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