



Evaluation Guidelines

The following criteria should be considered as a guide for the evaluation section of your report (section II). Please provide a short summary covering the evaluation methods and the topics below.

- ◆ Goals and objectives: Examine the extent to which the project's stated goals were served and their objectives achieved.
- ◆ Humanities content: Analyze how the disciplines, methods, and approaches of the humanities were employed, the extent to which they influenced the project, and how they might have been utilized more effectively.
- ◆ Action and Outcome(s): Describe how the actions taken to complete the project (planning, publicity, activities, evaluation) were accomplished. Describe the information, knowledge, products and resources that arose from this project and describe means taken to preserve and/or disseminate these outcomes beyond the immediate scope of the project.
- ◆ Replication: Evaluate whether others should consider undertaking a similar project. If possible, indicate whether the project director or other project personnel (as well as yourself) are willing to be a resource for others.
- ◆ Audience response: If appropriate, describe and analyze the response of the audience (readers, listeners, viewers, etc.) to the project. Were questionnaires or other means employed to solicit feedback and, if so, what was learned? Please relate any spontaneous comments or other unsolicited responses.
- ◆ Strengths and weaknesses: Comment on both strong and weak points of the project and how, given the benefit of hindsight, it might have been improved. If the project were conducted again, what could be done differently to strengthen it, avoid mistakes, save time, or use resources more effectively? (Generally it is as important to know what went *right* with a project as what went wrong.)