

**FY2012 PATHWAYS ONE STOP CAREER CENTER INITIATIVE  
NARRATIVE EVALUATION GUIDELINES**

In preparing a Narrative Evaluation for the FY2012 Pathways One Stop Initiative, address at a minimum, the following areas. **NOTE:** *Narrative Evaluations* and completed [Data Reports](#) will be due twice for School Year programs (**January 31, 2012 and July 31, 2012**) and once for Summer programs (**September 28, 2012**). The [Data Collection Template](#) (with individual student MCAS data) must be submitted through the Security Portal by July 31, 2012 for School Year programs and by September 28, 2012 for Summer programs. See the Academic Support [Data Collection page](#) for more details.

**I. PROGRAM DELIVERY**

Please address the overall effectiveness of *Pathways* services provided for identified older youth, including but not being limited to the following:

- A. Recruitment
- B. Intake
- C. Assessment
- D. Ongoing Student Support
- E. Data Management

**II. SUMMARY**

- A. **Program Strengths**
- B. Program **Weaknesses**
- C. **Lessons Learned** – Discuss briefly the effectiveness of the instructional strategies and materials; staff, student, and parent outreach; and program organization in light of the information gleaned from the data.
- D. Recommendations **for the Future** - What would be helpful to change and what would you plan to keep the same in a future program?
- E. **Other** - Newspaper clippings and other contextual information that provide more complete information about program operation.

**III. FEEDBACK FROM PARTICIPANTS**

- A. **Surveys** – Indicate participant feedback received through any surveys conducted. Describe the process for collecting the information as well.
- B. **Other** – Provide letters, testimonials from participants, newspaper clippings and other contextual information that provide more complete information about program operation.