

# Let Us Show You the Ropes: A Process that Utilizes Evaluators-In-Training as Ideal Mentors

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## Who We Are

Est. in 2007 at the University of Wisconsin-Stout. The ARC specializes in **program evaluation** for K-12 and higher education, non-profits, and businesses. The ARC also focuses on grant evaluation, working with clients external to the University, conducting mixed-methods research, and creating client-focused reports.

## What We Do

Projects **Internal** to the University:

- University and student learning assessments
- Program evaluations

Projects **External** to the University:

- Federal DOL TAACCCT Grant (\$23 Million Round 3 TAACCCT Grant).
- State Agency Grants (projects focused on enhancing STEM knowledge in K-8th grade).

## 1<sup>st</sup> Year Graduate Assistant (GA)

## Project Manager (PM) Coaching

## Transition From 1<sup>st</sup> to 2<sup>nd</sup> Year GA

## Transition From GA to PM

**Who:** Students engaged in 2 year Master's of Science programs.

**Role of GA:** Perform basic tasks such as transcription, scoring surveys, data entry, clerical tasks, etc.

### Process of GA training:

Within the first 30 days meet ARC staff one-on-one, read and review ARC sample reports, software review and assessments, mentorship from 2nd year graduate students.

**Role of PM:** Primary contact for clients and stakeholders, facilitate evaluation planning and implementation, seeking new opportunities, training graduate students into new roles.



**Skill Development:** PM assign tasks outside of comfort zone and allow students to self select some tasks. As skills improve, students take on more complex tasks (e.g., quantitative and qualitative data analysis, focus group facilitation, evaluation plan writing).

**Quality Control:** Efforts to ensure consistency of work produced through the utilization of survey and report writing checklists.

**Student Project Log:** PMs control workflow based on skill level of GAs and ensure deadlines are met.

**From Student to Mentor:** Second year GAs are equipped to mentor incoming 1st year GAs.

**Competitive edge:** "Real-world" experience at the ARC. Former GAs have placed positions at organizations such as:

