



## UNM Evaluation Lab Summer Institute FAQs

Here is a list of frequently asked questions to help you prepare for the Summer Institute. Please get in touch if there is anything else you'd like to know.

### What can I do to prepare for the Institute?

*Be ready to roll up your sleeves and work!* The Institute is designed to help you build an evaluation plan during the week. Each presentation will be followed by a work session, during which you will develop an element of an evaluation plan.

*Be ready to interact with other participants.* The Institute follows a learning community model, where participants learn from each other by sharing their work. After each work session, we'll ask you to share one-on-one with someone from a different organization. And after the "small" shares, we'll ask for volunteers to share with the group as a whole.

*Think about what you want to evaluate about your organization.* Usually, organizations want to know if they are achieving their missions. Sometimes organizations with more than one program want to know if a specific program is working as hoped. Sometimes organizations want to develop an evaluation plan for a new program.

Check out our suggested readings at <http://evallab.unm.edu/learning-center/summer-institute-materials1/2022-summer-institute-materials.html>. (Another way to get to this page is from <http://evallab.unm.edu> → Summer Institute → Link to materials.

The readings are password protected:

Username = evallab

Password = summerevalstars

See especially the Eft and Preskill – Evaluation in Organizations chapters and the Grant – Social Profit Handbook chapter.

Each organization will receive ONE copy of the Social Profit Handbook on the first day of the Institute. Unfortunately, we cannot provide books to those who are attending the Institute for course credit.

Please consider buying Evaluation in Organizations, Second Edition, Darlene Russ-Eft and Hallie Preskill. It is a wonderful resource.

### What should I bring?

A laptop will be very helpful for working on your evaluation.

If you don't have a laptop, please let us know and we will try to arrange a loaner.

A water bottle is a good idea.

**Will meals be provided?**

Yes! Breakfast, lunch, coffee, water and snacks will be provided.

**What should I wear?**

Wear comfortable clothes – this is an informal setting.

As at any conference, the space may at times feel too warm or too cold. Layers are a good idea.

**What are you doing to prevent the spread of Covid-19?**

Participants will need to wear masks except when eating.

We encourage participants to spread out when eating. There are a few tables outside, and participants are free to leave the premises during lunch.