Overview: Participation Data Tracking Tool

The Participation Data Tracking Tool was created by the Centre for Career Education, University of Windsor. It is used to keep track of the data surrounding student participation in the Volunteer Internship Program.

The tool is used internally as a follow up to service to facilitate tracking and evaluation. We looked at the overall process of the program and then decided which pieces of data would be the most useful to identify at each stage. This tracking sheet is coordinated with the process flow documentation tool that was also submitted in that it only addresses the data related to student's participating in the program and is broken down into four stages (Orientation, Job Posting, Placement and Reflection & Professional Development). We track the numbers for each academic term and then summarize each academic year (May 1 start) so that year over year comparisons are easy to make.

That being said, usage data pertaining to recruitment of students, employers, and program outcomes reside in a different tracking tool. It should also be noted that while we have chosen to focus on participation data (i.e. usage), this tracking tool can easily be adapted to track any other data pertaining to the processes involved in delivering a program.

This tool and overview were submitted by The Centre for Career Education, University of Windsor.