



**COUNCIL FOR
STANDARDS IN
HUMAN SERVICE
EDUCATION**



Self-Study: Write it Right

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General Wisdom

- ▶ A program is held to the Standards, Templates, and Policies in the **current CSHSE Member Handbook: Accreditation and Guidelines** when the accreditation application is received.
- ▶ If you start working on self-study before sending application, **check with Board Member at Large and the website for any changes before proceeding.**
- ▶ **The importance of evidence:** make sure you have evidence backing up all claims of compliance for each Standard and specification: institution and program documents, course objectives, assignments on syllabi, activities, and program data for Standard 4 posted on your program website.

Be Kind to Self-Study Readers

- ▶ **REMEMBER THAT READERS ARE VOLUNTEERS**
- ▶ Make the narrative as self-explanatory as possible
- ▶ Develop an easy navigation between narrative and appendices
- ▶ Make your program “come alive” to the reader
 - ▶ Highlight the strengths and uniqueness of your program
- ▶ Clearly and concisely specify ways in which your program complies with each standard
- ▶ Identify and address separately each specification for each standard (Use the correct template!)
- ▶ Verify every claim you make about your program’s compliance by including a link or reference to an appendix or source
- ▶ Report on what is currently true with respect to the standards. You cannot demonstrate compliance by stating an intent to comply at a future date



Writing the Self-Study: Lessons Learned

Use the correct
template!

Member only access:

<https://cshse.org/login/>

- ▶ Include the **Certification of Self-Study Page**.
- ▶ Ensure the courses on the **Matrix match courses** described in the narrative. Include the correct course syllabi in the appendices.
- ▶ **Provide detailed descriptions** on how a course(s) complies with a Standard and its Specifications.
- ▶ **Provide documented evidence** as verification for each Standard and Specification.

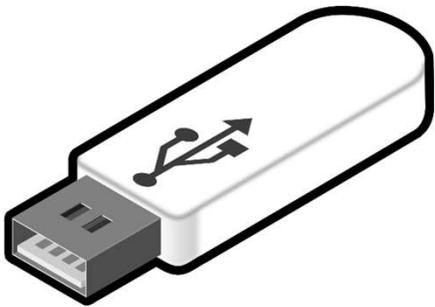
Writing the Self-Study: Lessons Learned

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- ▶ Ensure current compliance, not an intent to comply.
- ▶ Ensure all documents that verify standards are included.
- ▶ Use appendices documents and links to support the narrative, not in place of the narrative.
- ▶ Ensure that referenced data is consistent throughout the document.
- ▶ Ensure **STUDENT SPECIFIC IDENTIFIERS ARE REMOVED- REDACT!**
- ▶ Ensure that hyperlinks work and don't require passwords- test on different platforms if possible.
- ▶ Proofread for spelling, grammar, and incomplete narratives.
- ▶ Paginate self-study narrative and longer documents that are included in the appendices.

Self-Study Submission Policy

Electronic
Copies only



- ▶ Both narrative and appendices must be submitted electronically on a flash drive
- ▶ All electronic documents must be in PDF format and all pages numbered
- ▶ Appendices included in the Table of Contents are part of the narrative
- ▶ Navigation between narrative and appendices must be straightforward