



Quick Reference: Modules in PEARS

Extension employees are involved in many programs and projects. Where do you share information about the work you do each day in the Program Engagement and Reporting System ([PEARS](#))?

Program Activities

For documenting activities where you actively engage participants in a learning process through the delivery of an evidence-based intervention or research based educational program. Each class/cohort of people should be its own program activity; if the class/cohort is the same across multiple sessions, it should be one program activity, but if it changes, you should make a new program activity. You should try to collect demographic data from all participants in program activities.

Direct Contacts

For documenting education provided one-on-one in your area of expertise. You do not need to report contacts that are already included in a program activity as part of an educational program. You can include direct contacts through a variety of formats, including in-person, phone calls, email, or Zoom, as long as you provided answers or consultation in your area of expertise. Coordination of programs, recruitment of participants, or answering questions about the time and location of a program are considered business in nature and should not be reported.

Indirect Activities

For capturing information about education provided indirectly, usually through one-way communication to an audience. Examples include communications, community events, interviews, advertisements, and materials distributions that are not direct education.

Quarterly Efforts Reports

For reporting information to include in your faculty report like honors and awards, participation in committees, publication and scholarship, presentations and achievements, and anything else

(e.g. managing a grant, coordinating volunteers, internal training) that doesn't fit into another category in PEARS.

Success Stories

For sharing impact statements written in plain language that can be understood by the general public. Each story should include relevance, response, and results demonstrating how Extension work makes a difference in the lives of people, communities, and the environment. Include evaluation data if you have it. Success stories are important for sharing the story of the impact VCE has on participants and the broader community for federal, state, and local requests.

Action Plan Reports

For reporting progress toward meeting goals and outcomes that were outlined in action plans. You will complete an action plan report for each of your action plans at the end of the year.

Want to Know More?

PEARS offers a [resource library](#) with general information to help you get started. The VCE Intranet also includes a page with resources for [PEARS training and support](#).

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