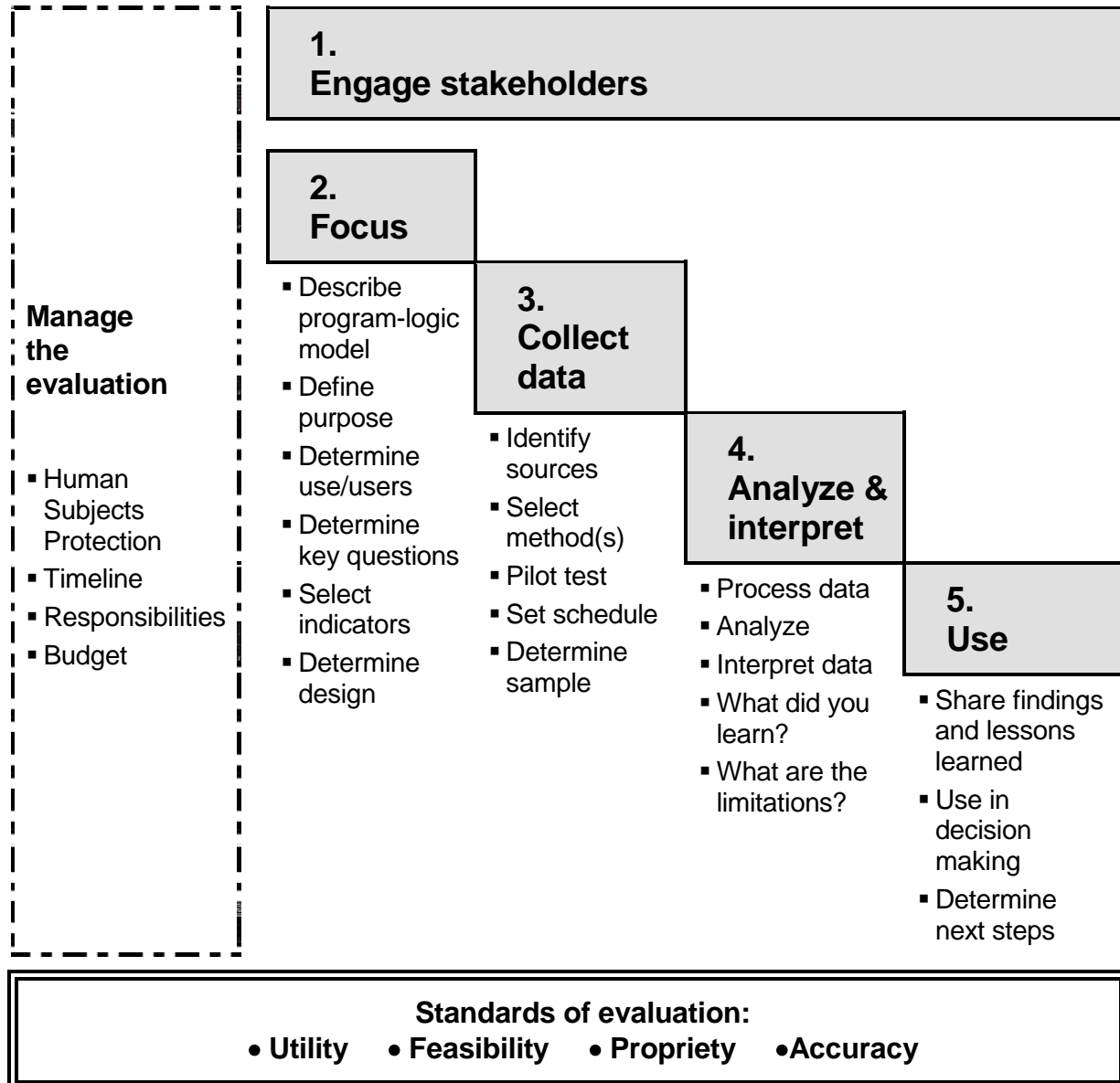


Planning a Program Evaluation: Worksheet

Steps in Program Evaluation



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Name of Program: 5th Grade Leadership Program



Engage Stakeholders

Who should be involved in the evaluation?

5th grade teachers; Gifted ed teacher; 4-H youth development educator

How might they be engaged?

Gifted ed teacher and 4-YD agent will work as team to design and implement the evaluation

5th grade teachers: we will discuss the purpose of the evaluation and what the evaluation will address to inform them and get their buy-in



Focus the Evaluation

What are you going to evaluate? Describe program (logic model).

This leadership program is for selected 5th grade students to help prepare them for middle school. There are 3 sessions (Feb, Apr, Oct) that focus on life skills and transitioning to middle school. At the final session, students practice skills by teaching 1st graders for 20 minutes. The goal of the program is to increase leadership skills and prepare students for leadership opportunities in middle school.

What is the purpose of the evaluation?

To determine the amount of change in leaderships skills for students participating in this leadership program in order to report to stakeholders about the value of the program

Who will use the evaluation? How will they use it?

Who/users	How will they use the information?
4-HYD agent	Report to stakeholders, colleagues, county board
Gifted ed teacher	Report results to teachers, school board
Principal	To make decisions about the program

What questions will the evaluation seek to answer?

1. To what extent do students increase their leadership skills?
 2. To what extent does participation in the program influence involvement in leadership opportunities at middle school (e.g., participation in student council, etc)
 3. How does the program affect the transition to middle school?
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What information do you need to answer the questions?

What I wish to know	Indicators – How will I know it?
1. Change in level of leadership development	Self-reports from students (likert scale)
2. Influence on involvement in leadership opportunities in middle school	
3. Affect on transition to middle school?	Self-reports from students

When is the evaluation needed?

Needs to be ready to implement when program starts(date); results are needed by...

What evaluation design will you use?

Mix of quantitative and qualitative data collection: survey questionnaire, observation, group debriefing , testimonials



Collect the information

What sources of information will you use?

Existing information: _____

People: Students participating in the program

Pictorial records and observations: _____

What data collection method(s) will you use?

<input checked="" type="checkbox"/>	Survey –questionnaire	<input type="checkbox"/>	Document review
<input type="checkbox"/>	Interview	<input checked="" type="checkbox"/>	Testimonials
<input checked="" type="checkbox"/>	Observation - of simulated scenarios	<input type="checkbox"/>	Expert panel
<input checked="" type="checkbox"/>	Group techniques	<input type="checkbox"/>	Simulated problems or situations
<input type="checkbox"/>	Case study	<input type="checkbox"/>	Journal, log, diary
<input type="checkbox"/>	Tests	<input type="checkbox"/>	Unobtrusive measures
<input type="checkbox"/>	Photos, videos	<input type="checkbox"/>	Other (list)

Instrumentation: What is needed to record the information?

Questionnaire; observation protocol; questions and protocol for group debriefing; paper/notebook for recording testimonials

When will you collect data for each method you've chosen?

Method	Before program	During program	Immediately after	Later
Survey questionnaire		X – end of 2 nd ; end of 3 rd session	X	X – follow-up
Observation		X		
Group techniques			X	

Testimonials		X	End of 3 rd session	
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Will a sample be used?

No

Yes If yes, describe the procedure you will use.

Pilot testing: when, where, how?

1st implementation of using the instruments served as pilot test



Analyze and Interpret

How will the data be analyzed?

Data analysis methods: Need help here

Who responsible: Gifted ed teacher and 4-HYD agent

How will the information be interpreted—by whom?

Gifted ed teacher and 4-H agent will do this together - we will review all the data and make sense of it

What did you learn? What are the limitations?

Will include lessons learned and any problems with the evaluation in reports



Use the Information

How will the evaluation be communicated and shared?

To whom	When/where/how to present
Teachers, principal and school board	
Gifted Education State Conference	Fall presentation of results (WI Dells)
Western District 4-H agents	Fall District meeting – informal presentation
Ag and Extension Committee	Oral presentation as part of county report

Next steps?



Manage the evaluation



Standards

X	Human subject's protection – submitted as part of MS thesis
X	Management chart
X	Timeline
X	Responsibilities – Dawn and Paula
	Budget (part of program expenses)

	Utility
	Feasibility
	Propriety
	Accuracy

[Check Evaluation standards at Quick Tip #9,
<http://www.uwex.edu/ces/pdande/resources/pdf/Tipsheet9.pdf>]

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