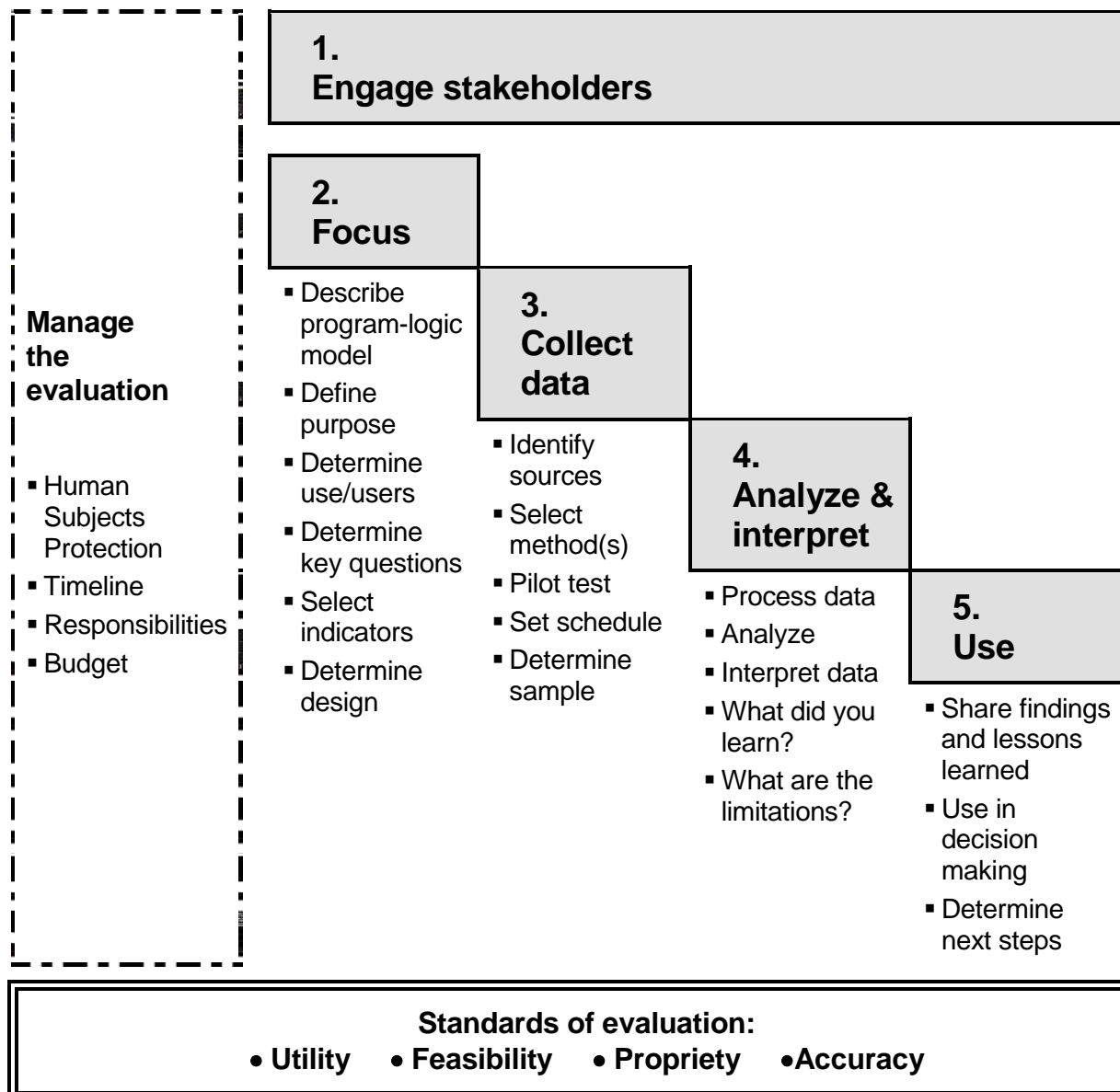


Planning a Program Evaluation: Worksheet

Steps in Program Evaluation



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Name of Program: Winter Leadership Camp



Engage Stakeholders

Who should be involved in the evaluation?

Planning team members, 4-H volunteers participating at camp

How might they be engaged?

Planning team members: in determining evaluation design and defining volunteer role in evaluation; 2 members of the team will be responsible for implementing the valuation(Dawn and Paula)

4-H volunteers: collecting data during camp, helping to interpret data



Focus the Evaluation

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

The annual 2 day leadership camp is for selected middle school 4-Hers across the district. It involves a series of rotating sessions on 7 basic leadership concepts followed by simulated scenarios when youth apply and practice their leadership skills. The goal of the program is to develop youth leadership skills in a safe environment where kids have fun and have the opportunity to interact positively with adults.

What is the purpose of the evaluation?

To determine to what extent campers acquire and apply the leadership skills that are covered at camp in order to know if youth increase their leadership skills and what improvements might be needed

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

Who/users	How will they use the information?
Camp planning team	To gauge the effectiveness of the camp's training and make decisions about improvements
4-H Volunteers	To better understand the value of the leadership camp experience and the importance of evaluation
Dawn and Paula	To submit in reports; write departmental paper
County staff	To determine what their delegates learn and what follow-up is needed

What questions will the evaluation seek to answer?

1. To what extent do campers learn the 7 competencies of leadership (content of workshop sessions)
 2. To what extent can campers successfully apply the leadership skills before leaving camp (simulated scenarios)
 3. What recommendations for improvement do the campers suggest?
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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. Extent of leadership knowledge gained	Self-reports from campers of knowledge gained
2. Extent of application of leadership skills	Demonstrated skills observed during simulated scenario
3. Suggestions for improvements	Self-reports from campers

When is the evaluation needed?

Needs to be ready to implement by time camp starts (date)

What evaluation design will you use?

Mixed method: survey questionnaire and observation



Collect the information

What sources of information will you use?

Existing information: _____

People: Campers

Pictorial records and observations: _____

What data collection method(s) will you use?

<input checked="" type="checkbox"/>	Survey – end-of-camp post-then-pre questionnaire that has been used in the past	<input type="checkbox"/>	Document review
<input type="checkbox"/>	Interview	<input type="checkbox"/>	Testimonials
<input checked="" type="checkbox"/>	Observation - of simulated scenarios	<input type="checkbox"/>	Expert panel
<input 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?

Copies of the end-of-camp questionnaire

Observational rubric of skill application levels for the adults

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

Method	Before program	During program	Immediately after	Later
End-of-camp questionnaire			AT END OF CAMP	
Observational rubric		X –toward end of camp during wrapup sessions		

Will a sample be used?

No

Yes If yes, describe the procedure you will use.

Pilot testing: when, where, how?

No pilot testing



Analyze and Interpret

How will the data be analyzed?

Data analysis methods: Quantitative data – counts and percentages;
Qualitative data – simple categorization and summary of narrative comments

Who responsible: Dawn and Paula

How will the information be interpreted—by whom?

Camp planning team will review all the data to figure out how well this year's camp went in building youth leadership skills; we will compare results to previous post-then-pre results

What did you learn? What are the limitations?

In our reporting and presentation of the evaluation results, we will include what we learn from doing this evaluation and any problems or limitations we find from the way the evaluation was conducted.



Use the Information

How will the evaluation be communicated and shared?

To whom	When/where/how to present
Staff members/camp planning team	Wisline following camp (March/April)

Next steps?

Write Department Paper on (1) the significance of using simulations for learning and practicing skills and (2) the use of volunteers as evaluators



Manage the evaluation



Standards

X	Human subject's protection – submitted
	Management chart
X	Timeline
X	Responsibilities – Dawn and Paula
N/A	Budget

	Utility
	Feasibility
	Propriety
	Accuracy

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