

Sample Instruments

STUDENT PARTICIPATION IN EDUCATION PROGRAM

Education Focus Area

Output: Number of unduplicated students who start in a CNCS-supported education program (ED1).

Sample Instruments

Student Monthly Contact Log

This instrument can be used to track regular meetings between a student and a National Service participant (e.g. a program where tutors meet one-on-one with the same student on a regular schedule over a period of time). The logs can be tallied to determine how many times the student met with the tutor and how many hours were spent with the student. The log also asks the National Service participant to describe the activity for that meeting and provides room for comments. These notes might be helpful to participants who are serving more than one student and need to keep track of the individual needs. Comments would also be helpful to new tutors who begin working with a student previously served by another tutor.

Education Service Output Summary

This instrument can be used to track the number of students who participate in a series of sessions or events (e.g., classes). This log collects output data on the amount or “dosage” of service students received, or level of participation of the students.

Student Monthly Contact Log

Instructions

What is the purpose?	To determine the number of hours and number of contacts per month between the student and National Service participant. The instrument also documents the type of activity, when, how long, and where the contact was made.
Who should complete this instrument?	The National Service participant should be responsible for documenting the contacts made with each student.
When should we complete this instrument?	Each time the National Service participant meets with the student.
What should we do to prepare?	<p>Modify the “Student Monthly Contact Log” to fit your education program needs. Develop a log for each student receiving educational services. A new log should be developed each month for each student working with a National Service participant.</p> <p>The log has rows for eight contacts; if the National Service participant has more contacts with the student each month, use additional logs or add more rows to the document.</p>
What should we do afterwards?	<p>National Service participants should submit the “Student Monthly Contact Log” to the project director each month. If requested by the project director, the National Service participant may want to make a copy of the logs before submitting them.</p> <p>Keep all the logs together in a safe place; these are your data.</p>
Can I use an alternative instrument?	Different forms can be developed or used to document contacts with students who participate in your education program. For example, you may want to develop an electronic monthly contact system (e.g., Excel Spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document these output.

Organization Name
Education Program Name

Student Monthly Contact Log

Student Name: _____ **Grade:** _____ **School:** _____

National Service participant: _____ **Month of service:** _____

Academic goal or subject matter: _____

Instructions: Enter information in this log each time you meet with a student (one log per student per month). Turn in your completed log to your supervisor at the end of each month. If you meet with more than one student at the same time, document the contact on each of the student’s logs and note when more than one student participated in the session or activity in the “Comments” column.

	Session or Activity description	Date	Amount of Time¹	Location	Comments
EX	<i>Tutoring in basic addition and subtraction</i>	<i>4/16/10</i>	<i>1 hour</i>	<i>Study Hall rm. 101</i>	<i>He will need more review on this.</i>
1					
2					
3					
4					
5					
6					
7					
8	<i>add rows as needed</i>				

Total hours:

Total sessions:

Reminder: At the end of each month, submit this log to your supervisor and develop a new log for the student.

¹ Suggest you track hours in whole and decimal number for easy addition (e.g. .5 hour or .75 hour)

Education Service Output Summary

Instructions

What is the purpose?	To determine how many students attended or received education services.
Who should complete this instrument?	Designated persons (e.g., tutors, supervisor) should be responsible for documenting attendance at all sessions.
When should we complete this instrument?	At the beginning of your education service and as students receive and complete services.
What should we do to prepare?	<p>Modify the “Education Service Output Summary” to fit your education program. Enter the names of the students you expect to work with in alphabetical order. Developing this log in an Excel Spreadsheet will allow you to easily add more names and sort for duplications.</p> <p>The “Student Monthly Contact Logs” can be collected, tallied and added to this summary.</p>
What should we do afterwards?	Keep all the summaries together in a safe place; these are your data . You will aggregate this data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who participate in your education program’s service. It is suggested that you develop an electronic attendance summary system (e.g., Excel Spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save this “raw” data as proof that a systematic process was used to document these output.

Education Service Output Summary

Education Program Name: _____ **Course Name:** _____

Person completing this Log: _____ **Month/Year:** _____

Instructions: Enter the students' names in the first column followed by the start and end date. Take the information from the tallied "Monthly Student Contact Logs" and enter the total number of service contacts and the number of hours for each student for the designated period of service.

Student				Service Contacts	Hours of Service ²
Last	First	Start Date	End Date	Total # Sessions: ____	Total # of hours: ____
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10. <i>add rows</i>					

Output Total: Number of students that started the education program service: _____

² Use decimal numbers for easy calculation (e.g., .5 hour).