

Sample Instruments

MEMBER COLLEGE COURSE COMPLETION

Economic Opportunity Focus Area: AmeriCorps Members

Outcome: Number of unduplicated AmeriCorps members that complete a college course within one year after finishing AmeriCorps (O17).

Sample Instruments

Note: The Corporation is exploring the capability of *My AmeriCorps* to handle the collection of exit and follow-up data for those national performance measures pertinent to AmeriCorps members. However, at this time, each program will need to collect and report its own data.

Member College Course Questions

On the following pages, you will find specific questions which allow you to ascertain the educational status of members, pre-service and post-service, as required of this national performance measure. No doubt, your program has intake and exit instruments and possibly a follow-up or Alumni instrument (surveys, interviews). Follow-up or Alumni instruments are routinely administered by programs and in addition to assessing skills, satisfaction with assignment, and civic engagement in the community, they inquire about career or educational activities and aspirations of the members. Consider adding those questions to your current instrument.

Member College Course Summary Log

This summary log can be used to document members who fit the eligibility criteria, complete their service and earn an Education Award (output), and complete a college course (outcome). You are encouraged to develop an Excel spreadsheet with this information and use the spreadsheet to document unduplicated members.

Member College Course Questions

Instructions

What is the purpose?	To determine how many members that fit the eligibility requirement for this performance measure completed a college course.
Who should complete this instrument?	AmeriCorps members should be responsible for reporting educational eligibility and whether they completed a college course. If enrollment in and completion of a college course is part of your member development activities, staff may want to track enrollment and completion of college courses.
When should we complete this instrument?	At the end of the service year and/or 6 and 12 months after service ends. Optional: At the end of the service year and/or 6-12 months after, collect information on the college course and whether it applies to a college degree or educational credential.
What should we do to prepare?	Review and modify your current intake, exit and follow-up instruments used to track members in order to ensure that you can collect and report the data according to the performance measure specifications. Consider adding or adapting the educational status questions to your existing instruments, as needed.
What should we do afterwards?	Keep all completed instruments together in a safe place; these are your data . You will enter the data into a log (Excel spreadsheet, database) to determine if you met your outcome target.
Can I use an alternative instrument?	It is likely that your AmeriCorps program has an existing database or Excel spreadsheet to track members from the beginning of service. Likewise, many programs have exit and follow-up or Alumni instruments used to gather information after the term of service ends. The questions on the following page can be added to your program instruments (electronic or paper). 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 the outcome.

Member College Course Questions

End of Service: Exit questions. If your members will complete a college course during their term of service, add the questions 1-3 to your existing exit instrument, to be completed at the end of the term.

1. Did you complete a college course during your AmeriCorps term of service?

Yes [Continue to next question]

No [STOP]

2a. What is the name of the course that you completed? _____

b. Number of units: _____

c. Date of completion: _____

3. Does this course count toward a recognized college degree or educational credential?

Yes

No

Not Sure. Explain _____

[Though this information is not required as a part of this national performance measure, the Corporation may track this information in the future. You may find it helpful in reviewing program effectiveness. If a member answers "not sure", follow up to determine if the course is a recognized college course so you will be able to track this information.]

Post-Service: Follow-up and Alumni questions. For those members who do not complete college courses during the term of service, add questions 1-3 to your existing follow-up or Alumni instrument to collect information within 12 months after the end of service. It is recommended that the follow-up instrument is administered at two intervals after the term of service ends: at 6 months and again at 12 months (only to those who did not complete a college course when last contacted).

1. Have you completed a college course since leaving the [AmeriCorps] program?

Yes [continue to next question]

No [STOP]

2a. What is the name of the course that you completed? _____

b. Number of units: _____

c. Date of completion: _____

3. Does this course count toward a recognized college degree or educational credential?

Yes

No

Not Sure. Explain _____

[Though this information is not required as a part of this national performance measure, the Corporation may track this information in the future. You may find it helpful in reviewing program effectiveness. If a member answers "not sure", follow up to determine if the course is a recognized college course so you will be able to track this information.]

Member College Course Summary Log

Instructions

What is the purpose?	To track and determine how many members that fit the criteria (obtained GED or high school diploma, but no college degree; completed AmeriCorps service, earned an Education Award or left due to compelling circumstances) completed a college course. The log can also be used to track members' college courses and whether they apply to a college degree.
Who should complete this instrument?	A designated person (e.g. the program staff member) should be responsible for entering eligibility criteria and results from survey (completion of college course).
When should we complete this instrument?	At the end of the service year and after analyzing exit, follow-up and/or Alumni survey. Optional: Record college courses and whether they apply to a college degree or educational credential.
What should we do to prepare?	Enter the names of the enrolled members. Collect and record information from other tracking systems (intake, <i>My AmeriCorps</i> , member database) to determine eligibility and completion of service. Enter results from educational status questions at the end of service and 6 and 12 months afterwards.
What should we do afterwards?	Keep all the logs together in a safe place; these are your data . You will aggregate the data later to determine if you met your outcome target.
Can I use an alternative instrument?	Different forms can be developed or revised in order to collect and document unduplicated members who meet the eligibility requirements and complete a college course. In addition, it is recommended that you track the actual college courses completed and whether they apply to a college degree or educational credential. You may want to develop an electronic member log (e.g., Excel spreadsheet). 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 the outcome.

Member College Course Summary Log

Program Name: _____

Person completing this Log: _____ Program Year: _____

Instructions:

1. Enter the members' names in the first columns. Document those members who met outcome eligibility (Columns 1 and 2) and place a "1" in Column A.
2. At the end of the program year: Of those who met the criteria (A), document those who completed a college course (Column 3) and place a "1" in Column B.
3. Within one year after end of service: Of those remaining who met the criteria (A), document those who completed a college course (Column 4) and place a "1" in Column B.
4. Optional Outcome Details: You are encouraged, though not required, to track and report whether the college course applies to a college degree or educational credential. This information may be requested in the future.

Member		Criteria			Outcome		Optional Outcome Details		
Member Name		Column 1:	Column 2:	Column A:	Column 3:	Column 4:	Column B:		
Last	First	Prior to service had a GED/diploma but no college. yes=1	Left for a compelling reason or completed term and earned Ed. Award. yes=1	Met criteria in both columns 1 and 2. yes=1	Completed college course by end of service. yes=1	Completed college course within year after end of service. yes=1	Met outcome in either columns 3 or 4 yes=1	College course (end dates)	College course applies to degree or educational credential. yes=1
<i>Example: Lore</i>	<i>Eve</i>	<i>1</i>	<i>1</i>	<i>1</i>		<i>1</i>	<i>1</i>	<i>Eng. 101 7/5/10</i>	<i>1</i>
1.									
2.									
3.									
4.	<i>Add rows</i>								

Outcome Total: Number of members that met criteria (A) and completed a college course within 12 months of completing service (B): _____