

# Sample Instrument

## STUDENT PARTICIPATION IN EDUCATION PROGRAM

### Education Focus Area

**Output:** Number of students who complete participation in CNCS supported K-12 education programs (ED2).

### Sample Instruments

#### ***Student Monthly Contact Log***

This instrument can be used to track regular meetings between a student and the National Service participant (“participant”). For instance, a tutoring program where participant 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 participant and how many hours were spent with the student. In this way, the log can determine if the threshold has been met and the student “completed participation”.

The log also asks the 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 and complete the education program. This log collects output data on the amount or “dosage” of service students received (e.g. classes, sessions), 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 the participant. The instrument also documents the type of activity, when, how long, and where the contact was made.
Who should complete this instrument?	The participant should be responsible for documenting the contacts made with each student.
When should we complete this instrument?	Each time the 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 the participant.</p> <p>The log has rows for eight contacts; if the 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>Participants should submit the “Student Monthly Contact Log” to the project director each month. If requested by the project director, the member may want to make a copy of the logs before submitting them to ensure against lost data.</p> <p>The person responsible for the data – participant/or project director—should keep all the contact logs together in a safe place; <b>these are your data.</b></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 outputs.

*Organization Name*  
*Education Program Name*

### Student Monthly Contact Log

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_  
National Service Participant providing service: \_\_\_\_\_ Month of service: \_\_\_\_\_  
Academic goal or subject matter: \_\_\_\_\_

**Instructions:** The participant is to enter information in this log each time he or she meets with a student (one log per student per month). Completed logs are to be turned into the participant’s supervisor at the end of each month. If the participant meets with more than one student at the same time, the participant needs to 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 Time*	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:

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

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

### **Education Service Output Summary**

#### **Instructions**

What is the purpose?	To determine how many students completed the education program as measured by attending the minimum required hours or sessions (e.g., must participate in 35 of 40 hours of tutoring). This summary log also tracks how many students attended or received your education service.
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 or at the beginning of each education program session.
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 or other database 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; <b>these are your data</b> . You will aggregate 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 and complete 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 these “raw” data as proof that a systematic process was used to document these outputs.

## 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 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. Students who attended at least \_\_\_\_\_ service contacts or participated for \_\_\_\_\_ hours will have met the program's completion requirement (output). \* Document those students who met the output by placing a "1" in the last column.

Student Name			Total # of service contacts	Total # of hours**	Place a "1" if completed the education program (at least _____ hours/sessions).
Last	First	Start Date of Student	Total # Sessions: _____	Total # of hours: _____	Met Output
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10. <i>add rows</i>					

\*To complete participation, students must participate in at least \_\_\_\_ sessions or receive \_\_\_\_ hours of service.

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

**Total** number of students that started the education program service: \_\_\_\_\_

**Total** number of students that completed participation in CNCS-supported education program (fulfilled the required number of hours/sessions) ED2: \_\_\_\_\_.