



Instructions for STEM Scale-Up Program Evaluation

Purpose: To provide educators of Iowa STEM Scale-Up programs with specific instructions regarding evaluation tasks in support of the Iowa STEM Monitoring Project (ISMP). Two submissions are expected from *all* schools/organizations implementing a STEM Scale-Up program. Student surveys are expected from *some* schools/organizations (selected schools will be notified). Please direct questions to the UNI Center for Social and Behavioral Research:

Erin Heiden - 319-273-6506(p), erin.heiden@uni.edu;

Mitch Avery - 319-273-7451(p), mitchell.avery@uni.edu

Instructions for completing the evaluation tasks can also be found at www.iowastem.gov/scale-monitoring.

I. Student Survey - Administer at the beginning and at the end...

Student Survey data collection is coordinated by the Center for Social & Behavioral Research at the University of Northern Iowa.

*****New for 2015-2016: Approximately one-half of Scale-Up programs across Iowa will be asked to complete a student survey at the beginning and at the end of their Scale-Up program. You will be notified by email at the start of the school year if you are selected to do this part of the evaluation. Questions about the student survey? Contact Erin Heiden.**

Note: The following materials will be provided to you, and are also available at iowastem.go/scale-monitoring. You are responsible for making copies for your students.

- A notification letter to send home to parents before students complete the questionnaire
- A one-page student questionnaire (Two versions provided to accommodate different grade levels)
- A script to read to students when you administer the survey
- Cover page with your contact information to return completed questionnaires directly to UNI

Beginning of the year STEM Student Survey - Due September 30, 2015

1. Send home the notification letter to parents about the STEM Scale-Up Student Survey at the beginning of the school year
2. Schedule a time to administer the pre-test student survey as close as possible to the start of the school year prior to beginning the STEM Scale-Up program (Recommended by September 30)
3. Choose the version of the survey most appropriate for the grade level of your students, and make copies
4. Before handing out the student survey, read the script out loud to students
5. Hand-out the one-page student questionnaire
6. After students complete the questionnaire, collect and place in an envelope
7. Complete the cover page and send the cover page with questionnaires to UNI:

UNI CSBR

Attn: Iowa STEM Monitoring Project

Cedar Falls, IA 50614-0402

End of year STEM Student Survey - Due May 30, 2016

1. Schedule a time to administer the end of year (post-test) student survey on the last day of the STEM Scale-Up program (or as close as possible to the end date).
2. Choose the version of the survey most appropriate for the grade level of your students, and make copies
3. Before handing out the student survey, read the script out loud to students
4. Hand-out the one-page end of year student questionnaire
5. After students complete the questionnaire, collect and place in an envelope
6. Complete the cover page and send the cover page with questionnaires to UNI:

UNI CSBR
Attn: Iowa STEM Monitoring Project
Cedar Falls, IA 50614-0402

II. Educator Survey - Submit at the end

Educator Survey is coordinated by the Research Institute for Studies in Education, Iowa State University

1. Go to <http://iowastem.gov/scale-monitoring>
2. Click the "Educator Survey" link to go to the online survey
3. Answer each question in the online survey

Deadline: As soon as possible after the last day of the STEM Scale-Up program.
All surveys must be completed by May 30, 2016.

III. Student Participant List - Submit at the end

Student Participant List data collection is coordinated by Iowa Testing Programs at the University of Iowa.

Note: A Student Participant List is required from any Scale-Up program directly implemented with students in grades K-12 or indirectly impacting students through their teacher/leader's participation in a Scale-Up professional development program.

1. Go to <http://iowastem.gov/scale-monitoring>
2. Download the "Student Participant List (Excel template)"
3. Enter each STEM Scale-up student participant's **full first-name and last-name** (No abbreviations or nicknames, please); **AND**
 - a. The student's **10-digit, state-issued student ID number**;
 - b. The student's **school district, school building name, birthdate, and gender**

Note: The state-issued, studentID is a unique 10-digit number assigned by the Iowa Department of Education; it is not the student's social security number or local school ID. If you do not have access to studentID numbers, you may be able to get assistance from your building's guidance counselor or principal. All students in public and accredited non-public schools are required to use the Iowa Department of Education's StateID system. In some cases, it may not be possible to provide the Scale-Up participant's state-issued-studentID, particularly if your Scale-Up program was implemented in an out-of-school setting. If the student's state-issued-studentID is unknown, please be sure to include student's name, school, birthdate and gender.

Iowa STEM Monitoring Project
University of Northern Iowa, Center for Social and Behavioral Research
Cedar Falls, IA 50614-0402 / 319-273-2105(p)

4. Upload the completed Excel document

Note: Since this document contains protected student information, it must be submitted directly from the school/club/organization to Iowa Testing Programs at the University of Iowa. Do not submit this document to the STEM Regional Manager, STEM programming service providers, or anybody else.

- a. Go to <http://iowastem.gov/scale-monitoring>
- b. Click on "Upload the Student Participant List Here"
 - i. The link will take you to Iowa Testing Programs at the University of Iowa.
(Direct link: itp.education.uiowa.edu/stem/)
 - ii. Enter access code: **7d5yT#X&RN38@4T** (Effective 2015-2016)

Deadline: Submit as soon as possible after the end date of the Scale-Up program. Student participant lists must be uploaded no later than May 30, 2016.