



LEARNING WITH PUBLIC PURPOSE STUDENT SURVEY INSTRUCTIONS – PARTICIPANT GROUP

Thank you for administering the Learning with Public Purpose (LPP) participant group survey. The survey is an important part of your school's efforts to document the impact of community development oriented service learning and to learn how to do it better. Following are a few simple instructions for administering the survey to your class.

- 1. Please remember to get permission from parents/guardians to include their children in the survey.** We have included a sample permission slip. Feel free to copy it or to use your school's standard form. If you choose to copy the sample, please copy it onto your school's letterhead.
- 2. Take a few minutes to introduce the survey to your students and to encourage them to answer the questions as honestly as they can.** Please emphasize that the survey is not a test, that there are no right or wrong answers, and that responses will be confidential. They will code their surveys and place them in an envelope and seal it. Finally, make sure students know they do not have to participate in the survey or answer any of the questions they do not want to answer. If they choose not to participate, have them enclose their blank form in an envelope.
- 3. Make sure your students complete the code at the beginning of the survey.**
- 4. Feel free to read the survey aloud to your class if you think they will have difficulty reading it on their own.** We have attempted to make the reading level appropriate for most middle and high school students. However, we realize that some students might have difficulty reading and understanding it.
- 5. When students have completed their surveys, please have them place the surveys in an envelope and seal it to assure the confidentiality of their answers.** If individual envelopes are available, students can seal their surveys in an envelope and write their name across the flap to assure confidentiality.
- 6. After surveys are completed, you might want to use them as the basis for discussing how surveys are used to collect information.** Surveys are important research and information gathering instruments. You might want to ask students what they thought the survey developers were trying to learn, what they liked or disliked about the survey, or what kinds of information they might want to use a survey to collect.
- 7. Please complete the Teacher Cover Sheet and return it with the surveys to Dr. Emeka Emekauwa in the envelope provided.** The Teacher Cover Sheet will enable us to report site-by-site results.

Finally, we wish to emphasize that the surveys are not being used to judge individual teachers or programs but to learn about the impact of the LPP program as a whole and how we can improve it. The surveys are a learning tool, not an assessment. If you have questions, please contact your LPP support person from the Rural Trust.

Thank you for your help.