STARTALK Surveys and Consent Forms
Overview

- Purpose
- Types of surveys
- Your responsibilities
- Survey Groups
- Consent Forms
- Survey Administration
Why Surveys?

- Contractual Mandate
- Continuous improvement
- Managing for Quality
- Research
- Reporting
How Are Surveys Administered?

• Online (no paper version)
• Individuals take surveys
  – At home
  – At program location
  – At computer lab
Types of STARTALK Surveys

- Participant Surveys
  - Teachers
    - Pre Program Survey
    - Post Program Survey
  - Students
    - Pre Program Registration Survey (all student participants or parents)
    - Post Program survey (grades 6-12 and undergraduates)
- Instructor Survey
- Program Director Survey
- Program Impact Survey
Your Responsibility

• Solicit, collect, and mail in consent forms for student participants (K-12 and undergraduate)
• Require participants who give consent to take the surveys
• Encourage Instructors to take Instructor survey
• Take the Program Director Survey
• Complete the Program Impact Survey
Participant Surveys: Common Questions

• What will you ask my participants?
  – Questions in the Program Director Guide

• Who should be surveyed?
  – Participants during core operation of your summer program

• Will I see my program’s results?
  – Yes. We will post a PDF of your program’s survey results to your online account in the fall.
Parts of the Surveys

Survey Groups
• People who take the survey

Consent Forms
• Permission to collect data from respondents

Pre-Program Registration
• Before the program

Post Program Survey
• After the Program
Participant Surveys: Survey Groups

• A way to separate groups of survey respondents
• Default 1 survey group per program
• One survey group is often enough. You do not have to create multiple groups.
Participant Surveys: Survey Groups

• You may create survey groups as you wish:
  – Proficiency Level
  – Location
  – Grade
  – Time period

• Groups are created in Online Program Information System
Teacher Participant Surveys

• Pre Program Registration (check your online timeline for dates)
  – Open: Two weeks before first day
  – Close: Five days after first day
  – Consent form is part of online survey

• Post Program Survey (check your online timeline for dates)
  – Open: Two days before last day
  – Close: 3 weeks after last day
Student Participant Surveys
Overview

• Consent forms
• Pre Program Registration
• Post Program Survey
Student Participants: Consent Forms

• Who?
  – ALL Student Participants (K-12 and undergraduate)

• How?
  – You distribute cover letters and consent forms to participants.
  – You collect consent forms from participants
  – Mail consent forms to STARTALK Central, upon completion (by 2 days after your start date)
Student Participants: Consent Forms

• Where?
  • Cover letters, consent forms, and step-by-step instructions online at http://startalk.umd.edu/2012/forms/
Resource for Your Participants

How to complete your STARTALK Consent Form
Student Participant Surveys: Pre-Program Registration

• When (check your online timeline)
  – Open: Two weeks before first day
  – Close: Five days after first day

• What
  - Collection of participant demographic information

• Who
  – Parents of students (K - 8)
  – Students (9-12 and undergraduates)

• How
  – [http://startalk.umd.edu/survey](http://startalk.umd.edu/survey)
Student Participant Surveys: Post Program Survey

• When? (check your online timeline)
  – Open: Two days before last day
  – Close: 3 weeks after last day

• Who?
  – Student Participants (6 - 12 and undergraduate)
  – K-5 students are NOT surveyed.
Survey Process

Create Survey Groups
Collect Consent Forms
Administer Pre-Program Registration
Administer Post Program Survey
Questions?