



Instructions for Administration of the Rutgers Cooperative Extension Program Evaluation for Youth Audiences

The Rutgers Cooperative Extension Program Evaluation for Youth Audiences is designed to assess 4-H club and outreach activities/programs. Form GRK-3 is designed for use with Cloverbud grade audiences, grades K-3, and forms GR4-13 (versions A & B) are to be used with older youth audiences, grades 4-13, and adults. Form GR4-13B is a retrospective pre/post tool may also be used with adult audiences.

PREPARATION PROCESS:

1. Write/type the program name, date, and presenter's name on appropriate audience forms prior to duplicating the number of copies needed for program participants to complete.
2. If using Forms GRK-3 or GR4-13B, you will need to select topics or statements that reflect the educational objectives of the program. Participants can write this information on their form or write/type the topics or statements onto the form prior to duplicating needed number of copies.
3. Provide adequate supply of
 - a. Program evaluation forms
 - b. Pencils, pens, or other markers
 - c. Envelope for completed evaluation forms
4. If information has not been put on forms prior to duplication, write the information needed for participants to write in on board or easel. This includes:
 - a. Program title
 - b. Date
 - c. Presenter's name
 - d. Topics or statements
5. Select someone other than the presenter to administer the evaluation.
 - a. Review the Administration Process with the selected volunteer
 - b. Review the Assent script and stress the importance of reading this to the audience prior to implementation.

ADMINISTRATION PROCESS:

1. Introduce yourself to the audience and review/read the *Assent to Participate*
 - a. Read paragraph at top of evaluation form OR
 - b. Review points listed on information sheet
2. Distribute the Evaluation Forms and pencils/pens.
3. Read and have participants fill in information needed on the form if it is not already written/typed on the form.
4. If your audience is young children or low level reading skills, it is recommended that you read each topic or statement and allow time for them to complete their answer before reading the next one.
5. Collect all Program Evaluation Forms and pencils/pens. Place evaluation forms in the envelope provided and seal.

6. Thank the audience for completing the Program Evaluation Form and let them know that their answers and suggestions are very important.
7. Give sealed envelope to the Program Presenter.

DATA ENTRY/TABULATION PROCESS:

1. Find the corresponding Excel worksheet (found at <http://njaes.rutgers.edu/evaluation/#teaching>).
2. Review the directions for entering data (directions are also located on the top left of each corresponding worksheets).
3. For all versions of Evaluation Forms
 - a. Start with a blank copy of worksheet for each program taught.
 - b. Type in the Program Title, Date, and Program Presenter.

GRK-3 Forms

1. Type in a word or two that relate to topics or statements for Questions 1 in Cell B31 and for Question 2 in Cell C31).
2. For each completed evaluation form, enter answers beginning with Participant #1 in Column A (Row 32)
3. Questions 1 and 2 (Q-1 & Q-2 in Columns B & C), enter a corresponding number: 1 = Not Much; 2 = Some; 3 = A Lot
4. Questions 3 and 4 (Q3 & Q4 in Columns D & E), enter YES or NO. **NOTE:** Once you type in word such as YES, you will only need to type in Y and tab over to automatically select YES.
5. Questions 5 and 6, enter a corresponding number: 1 = Poor; 2 = Fair; 3 = Okay; 4 = Very Good; 5 = Excellent. **NOTE:** Questions 5 & 6 are equivalent to questions 9 & 10 from the *Cooperative Extension Instruction Evaluation* form normally used for presentations by 4-H professionals.
6. Question 7, enter a grade number. Use 0 (zero) for K.
7. Question 8 – you can use Sheet 2 or Word to summarize comments.
8. After entering one participant's information, return to next student number in next row under Column A. Participants are numbered in Column A up to 50. If you need to enter more than 50, INSERT row(s) before Row 82 for automatic calculations to work. A final count will calculate automatically and display in Cell M9.
9. SAVE file often to prevent entered data from being lost.
10. Results are calculated automatically in the section beginning in Column M.
 - a. Mean – average rating of all participants given as a percentage
 - b. Mode – number of responses for each rating and as a percentage of total
11. To print results, select and highlight results section. Under File, select Print Area and then Set Print Area. Next, select Print.

GR4-13A Forms

1. For each completed evaluation form, enter answers beginning with Participant #1 in Column A (Row 29).
2. Questions 1 & 2 can summarized on Sheet 2 or using Word.
3. Question 3 (Column B), enter YES or NO. **NOTE:** Once you type in word such as YES, you will only need to type in Y and tab over to automatically select YES.
4. Questions 4 and 5, enter a corresponding number: 1 = Poor; 2 = Fair; 3 = Okay; 4 = Very Good; 5 = Excellent. **NOTE:** Questions 4 & 5 are equivalent to questions

9 & 10 from the *Cooperative Extension Instruction Evaluation* form normally used for presentations by 4-H professionals.

5. Question 6, enter a grade number. Use 14 for Adult.
6. Question 7 can be summarized on Sheet 2 or using Word.
7. After entering one participant's information, return to next student number in next row under Column A. Participants are numbered in Column A up to 50. If you need to enter more than 50, INSERT row(s) before Row 79 for automatic calculations to work. A final count will be calculated automatically and displayed in Cell M9 and used for all calculations.
8. SAVE file often to prevent entered data from being lost.
9. Results are calculated automatically in the section beginning in Column M.
 - a. Mean – average rating of all participants given as a percentage
 - b. Mode – number of responses for each rating and as a percentage of total
10. To print results, select and highlight results section. Under File, select Print Area and then Set Print Area. Next, select Print.

GR4-13B Forms

1. Type in a word or two that relate to topics or statements for Questions 1 (type in Cell B33), Question 2 (type in Cell D33), and Question 3 (type in Cell F33).
2. For each completed evaluation form, enter answers beginning with Participant #1 in Column A (Row 35).
3. THEN Questions 1, 2, and 3 (Columns B, D & F), enter a corresponding number: 1 = None; 2 = Little; 3 = Some; 4 = Lots
4. NOW Questions 1, 2, and 3 (Columns C, E & G), enter a corresponding number: 1 = None; 2 = Little; 3 = Some; 4 = Lots
5. Question 4 can be summarized on Sheet 2 or using Word.
6. Question 5 (Q-7 in Column H), enter YES or NO. **NOTE:** Once you type in word such as YES, you will only need to type in Y and tab over to automatically select YES.
7. Questions 6 and 7, enter a corresponding number: 1=Poor; 2=Fair; 3=Okay; 4=Very Good; 5=Excellent. **NOTE:** Questions 6 & 7 are equivalent to questions 9 & 10 from the *Cooperative Extension Instruction Evaluation* form normally used for presentations by 4-H professionals.
8. Question 8, enter a grade number. Use 14 for Adult.
9. Question 9 – you can use Sheet 2 or Word to summarize comments.
10. After entering one participant's information, return to next student number in next row under Column A. Participants are numbered in Column A up to 50. If you need to enter more than 50, INSERT rows before row 84 for automatic calculations to work. A final count will be calculated automatically (Cell N9) and used for all calculations.
11. SAVE file often to prevent entered data from being lost.
12. Results are calculated automatically in the section beginning in Column N.
 - a. Mean – average rating of all participants given as a percentage
 - b. Percent Change – positive or negative change based on average ratings
 - c. Mode – number of responses for each rating and as a percentage of total
13. To print results, select and highlight results section. Under File, select Print Area and then Set Print Area. Next, select Print.



Rutgers Cooperative Extension Program Evaluation for Youth Audiences ASSENT OF PARTICIPANTS

Assent from a minor must be obtained in a language that is understandable to him/her and which requires use of an age appropriate assent form (either verbal or written) instead of a consent form used to obtain permission from the minor's parent(s) or guardian(s).

Assent is demonstrated by a child's agreement to participate. It is required that adequate provisions are made to solicit assent from youth when implementing the Rutgers Cooperative Extension Program Evaluation for Youth Audiences.

To ensure that guidelines are followed in obtaining assent, it is important to review the written assent piece at the top of each form with the audience before they complete the evaluation.

1. Introduce Yourself
2. Read the paragraph at the top of the evaluation form OR be sure to verbally review these critical aspects:
 - a. Confidential – we can't track their evaluation form back to them; there is no place for them to put their name or other ways to identify; only thing we ask is their grade
 - b. Risks and Benefits – there aren't any risks associated with completing the survey and if they don't want to complete, they can't be denied participating in future programs, no one will be upset with them, etc. There really aren't benefits, either – except they may find out more about what they learned and they have a chance to "grade a teacher"
 - c. Free Choice – if they don't want to fill out, they don't have to; they can stop at any time
 - d. Questions – let them know if there are questions you will answer what you can; refer them to call/contact the Program contact listed in the paragraph; questions from parents/guardians or related to evaluation process should be referred to the Institutional Review Board – which is also listed in the paragraph
3. Thank participants for participating in the program and completing the evaluation. Let them know their feedback is important to planning future programs.