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Teacher name, Grade
School Name
Street Address
City, State, Zip

Dear _____,

Thank you for agreeing to administer the **Student Pretest Survey** as part of the pilot test of the USDA *The Great Garden Detective Adventure* curriculum. After all evaluation activities have been completed (*Teacher Implementation Logs, Classroom Observation, Student Survey Pretest, Student Survey Posttest, Parent Survey Posttest, and Teacher Posttest Interview*), you will receive a stipend in the amount of \$100.00.

Enclosed you will find the following items:

- Survey Administration Protocol (to be reviewed by you)
- A classroom set of the **Student Pretest Survey**
- A classroom set of sharpened pencils
- Classroom Participation Form (to be completed by you)
- A return envelope

Please administer the survey prior to the implementation of any nutrition education in your classroom. Once the survey has been administered, place the completed surveys and Classroom Participation Form in the return envelope. The materials need to be mailed on or before **(DATE)**.

If you have any questions about completing the logs, please feel free to call me at (800) 825-8602, or email me at susan@r2e2evaluation.com.

Sincerely,

Susan Russell, EdD, MSPH
Director

Student Survey
Curriculum Name
Pretest
Survey Administration Protocol Highlights

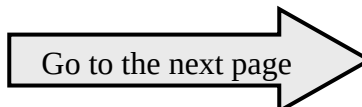
SURVEY ADMINISTRATOR: Classroom Teacher.

SCHEDULING THE PRETEST:

- The survey will be administered **prior to the implementation of any nutrition education in the classroom.**
- The survey will only be administered on a **Tuesday, Wednesday, or Thursday**, and not on Monday or Friday.
- The survey will be administered to **all students** in the classroom at the same time.
- The survey will be administered **before lunch.**
- The survey is not a timed survey; approximately 15 minutes should be allowed for students to complete the survey.

PREPARATION FOR SURVEY ADMINISTRATION

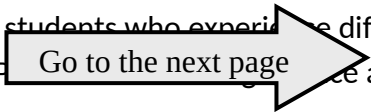
1. **Gather** all materials provided to you:
 - *Student Pretest Survey*, one for each student
 - Sharpened pencils with erasers, one for each student
 - *Classroom Participation Form*
 - Return envelope
2. **Create** class list of students' unique identification numbers, using the following as guidance:
 - A. Use the unique identification numbers **provided by the school or district.**
 - B. If the students do not have unique identification numbers already provided by the school, create a number for each student for use with the pretest AND the posttest.
 - **Provide the following guidance for creating unique student identification numbers.**
There are two options:
 - a. **Use** the class roster sequence (e.g., 1 - 29) to give each student a number.
 - b. **Use** each student's birth date to create a number. For example, for a student with a birthday on February 4, 2003, the number would be **020403.**
 - c. **Keep** a confidential, personal list of the name of each student and his or her identification number. Do not include the list with any of the completed student surveys or other materials submitted during this evaluation.



DATE OF SURVEY ADMINISTRATION

1. **Consider the classroom organization** (i.e., desk set-up), and determine if the classroom will need to be reorganized prior to and following the survey administration.
2. **Remove, turn around, or cover any nutrition education** and/or gardening information, materials, pictures or models on display in the classroom, including materials on students' desks/tables.
3. **Prepare classroom**, if necessary, for the survey administration. The desks or tables may need to be reorganized for testing. If nutrition education or garden-related posters, papers, or other information are on display, replace, move, turn-over, or camouflage, during the pretesting time.

ADMINISTERING AND PROCTORING THE SURVEY

- **Distribute** the survey and a pencil to each student. (They may keep the pencil.)
- **Tell** students to enter their unique identification number in the space provided on the top of page 2 of the survey. **Tell** them to NOT write their name anywhere on the survey.
- **Read** aloud the following confidentiality statement to the students:
- **Say:** "Our class is participating in a study by the U.S. Department of Agriculture. This survey asks questions about eating fruits and vegetables and what you are learning in school about nutrition and gardening. This is not a test. There are no right or wrong answers and you will not be timed. The answers you give are very important, so answer them truthfully and as best as you can. You do not have to take the survey or complete any questions that you do not want to answer, but it will be helpful if you will answer all of them. Do not put your name anywhere on the survey. Your answers are private. No one will ever be able to connect you with your answers. If you have any questions, please raise your hand." *Pause to answer any questions students may have.*
- **Read** aloud the following directions to the students:
Say: "Read the directions for each question on each page. For each question, you are to fill in the bubble (O) of the one best answer for you. Read the directions for each question because the directions are different at the end of the survey. Now, begin the survey."
- **Monitor** students. To insure privacy and confidentiality, and to promote honest responses, do not wander around the room while students complete the survey. However, do observe their behavior to ensure that disruptions do not occur or that students do not try to find out how other students answered.
- **Provide assistance.** There may be students who experience difficulty completing the survey due to language or reading skills.  Provide assistance as needed, being cautious not to guide them to a selected response.

- o If a student asks about a (named) vegetable or (named) fruit identified in a test item (e.g., what is Swiss chard?), respond by saying that, “During the lessons and activities this semester, we learned about all of these fruits and vegetables. Do your best to give the answer that is best for you.” Do not describe the characteristics of a specific fruit or vegetable.
- **Collect** the completed surveys, checking to ensure that each student’s identification number is included on the survey. Allow students to keep the pencils.
- **Return the room to pre-survey status**, ensuring that all desks, materials, and supplies are returned to their original order.

DIRECTIONS FOR RETURNING SURVEYS

5. **Complete** the Classroom Participation Form (attached).
6. **Place** the completed surveys and Classroom Participation Form in the envelope provided. Mail the envelope on or before **(DATE)**.

Classroom Participation Form
The Great Garden Detective Adventure
Student Pretest Survey

School:

(Name)

(Name)

(Name)

Grade:

3rd

4th

Date survey administered: ____/____/ 2011

Number of completed surveys: ____

Was the survey administered by the classroom teacher?

Yes

No