

Script for MRC Process Assessment Site Visit Scheduling Calls

When Speaking to Internal Coach:

[MRC staff will have already notified schools of their selection for a possible site visit]

Good morning/afternoon. My name is **[Insert Name]** and I am with NORC at the University of Chicago. We received your name from the Minnesota Reading Corps program. We are working on conducting an evaluation of the MRC program on behalf of the Corporation for National and Community Service (CNCS). An MRC staff member should have already notified you about your school's selection for this study and our interest in conducting a site visit to your school.

In order to get a more in-depth understanding of how the MRC program operates at your school and related topics, I would greatly appreciate it if I could set up a date for a site visit. As part of this site visit, we would like to separately interview your school's principal, the MRC internal coach, the master coach, at least one teacher, and at least one MRC tutor. The interviews will range from 30 minutes to 45 minutes each, and we estimate it would take approximately one-half day to complete all of these discussions. Some of the topics we would discuss include the history of the program, responsibilities, staffing and management of the program, AmeriCorps Member selection process, students, alternate programs offered at the school, MRC program implementation, organizational support, community involvement, data capabilities, existing measures of outcomes/impacts, future plans, and program concerns. While your school's participation is completely voluntary, we sincerely hope you will agree to help us with this important study.

The information you provide to us on your program will be summarized in a report to CNCS. We will not name individual respondents in the report, although we will name the schools where we conducted site visits. If we obtain permission from the individuals being interviewed, the project intends to audiotape interviews. Would you be willing to assist us with setting up these interviews?

[If yes: Obtain any additional needed contact information, such as email address, or name and contact information of person who will assist with scheduling]

Thank you for your help and cooperation!