

## **Script for MRC Process Assessment Site Visit Scheduling Calls**

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### **When Speaking to Principal:**

*[MRC staff will have already notified principals via email of their schools' 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 because we are conducting an evaluation of the MRC program on behalf of its funder, the Corporation for National and Community Service (CNCS). You should have received an email from **[Insert Name]** at ServeMinnesota that notified you about your school's selection for this study and our interest in conducting a one-day site visit to **[School]**.

In order to get a more in-depth understanding of how the MRC program operates at your school, 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 you, your school's internal coach, between 2 to 5 **[prek/Kindergarten through 3rd grade]** teachers who have students being tutored by MRC, and your AmeriCorps member or members. The interviews will last 30 minutes or more depending upon the interviewee. It should take approximately one day to complete all of these discussions. Some of the topics we will discuss include the history of the program, staffing and management of the program, MRC program implementation, future plans for the program, and program concerns. While participation in the site visit is completely voluntary, we sincerely hope you and the staff at **[School]** will agree to help us with this important study.

Would it be okay if I contacted **[Internal Coach Name]** about scheduling our visit to your school or would you prefer for me to speak with someone else?

Do you have any questions about the visit?

### **When Speaking to Internal Coach:**

*[NORC staff will have already conducted a courtesy call to Principal]*

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, and **[Principal Name]**. We are conducting an evaluation of the MRC program on behalf of its funder, the Corporation for National and Community Service (CNCS). Your principal received an email from **[Insert Name]** at ServeMinnesota that notified

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**[him/her]** about your school's selection for this study and our interest in conducting a one-day site visit to **[School]**.

In order to get a more in-depth understanding of how the MRC program operates at your school, 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 you, your school's principal, between 2 to 5 **[PreK/Kindergarten through 3<sup>rd</sup> grade]** teachers who have students being tutored by MRC, and your AmeriCorps member or members. The interviews will last 30 minutes or more depending upon the interviewee. It should take approximately one day to complete all of these discussions. Some of the topics we will discuss include the history of the program, staffing and management of the program, MRC program implementation, future plans for the program, and program concerns. While participation in the site visit is completely voluntary, we sincerely hope you and the staff at **[School]** 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 that participate in the site visits. Would you be willing to assist us with setting up these interviews?

**If yes:** Confirm name and contact information below. If someone else will be the primary point of contact for scheduling, write their name and contact information below.

- *Name:* \_\_\_\_\_
- *Title:* \_\_\_\_\_
- *Phone:* \_\_\_\_\_
- *Email:* \_\_\_\_\_
- *Best form of contact: email* \_\_\_\_\_ *;* *phone* \_\_\_\_\_ *;* *other* \_\_\_\_\_

I'd like to email **[YOU/PERSON ABOVE]** a list of the individuals (principal, teachers, AmeriCorps members, and yourself) that we want to meet with and the amount of time we would need for each interview. Because we are promising confidentiality to the people we interview, we would want to meet with each person in a quiet, private location at your school, such as an empty classroom, etc. We'd also like to observe either some classroom

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time if you have a preK program or individual student tutoring if you have a K-3 program. I will email this list to you following our phone discussion today.

I also require some additional basic information for scheduling the visit. Can I ask you a few logistical questions?

- What DATE(S) are best for us to visit? \_\_\_\_\_
- What TIME should we arrive at your school?  
\_\_\_\_\_
- WHO should we meet when we arrive?  
\_\_\_\_\_
- WHERE should we meet **[PERSON NAMED ABOVE]**?  
\_\_\_\_\_
- At what time does school start?  
\_\_\_\_\_
- At what time does school end?  
\_\_\_\_\_
- When do [K-3/Preschool] students/teachers take lunch?  
\_\_\_\_\_
- Are there any special activities taking place on **[SITE VISIT/ DATE]**?  
\_\_\_\_\_

*[PROBE: Assemblies, drills, testing, conferences, teacher institute day, etc.]*

When would be a good time for us to talk again soon and follow-up on scheduling the visit and interviews?

Date for follow-up: \_\_\_\_\_

Thank you for your time today. You can reach me at **[PHONE]** and **[EMAIL]** should you have any questions in the meantime. Thank you for your help and cooperation!