

EVALUATION CONTRACT

This is an agreement between Canon Snow (hereinafter referred to as the Evaluator) and Tracie Dempsey (hereinafter referred to as the Curriculum Specialist).

GENERAL INFORMATION

Title of Project: Evaluation of Study Island Software as Utilized by Eastbrook Middle School.

Scope of Work: The Evaluator shall provide all materials necessary to complete the deliverables mentioned in this statement of work. The scope of this task order and associated deliverables include (a) evaluation questions, (b) evaluation plan, (c) completion of data collection, (d) draft report for evaluation client to review, (e) and the final evaluation report.

WORK STEPS

Work steps shall include the following: (a) develop and obtain approval of evaluation questions that will drive the data collection and findings, (b) prepare an evaluation schedule, (c) identify the methods that will be utilized and relate them to evaluation questions, (d) document the methods chosen to collect data, (e) collect data, (f) analyze findings, and (g) report on findings.

FIELD VISITS

All fieldwork will be done on-site and coordinated with Eastbrook's Curriculum Specialist.

PROJECT MANAGEMENT

The Evaluator will keep Eastbrook's Curriculum Specialist up-to-date on all issues and progress during the evaluation.

Background: This contract is being done to conduct an evaluation of educational software utilized in Eastbrook Middle School.

Performance Period: Work will begin on the evaluation within two weeks after the award is issued.

Type of Contract: Consulting Retainer

CONTRACT AWARD MEETING

The Evaluator will not begin until Eastbrook's Curriculum Specialist has conducted a kickoff meeting or has informed the Evaluator the meeting is waived.

GENERAL REQUIREMENTS

1. The Evaluator will confirm work assignments with the Curriculum Specialist.
2. All written deliverables will be phrased in appropriate language.
3. Student data will need to be reviewed, but any identifying information will not be utilized in the evaluation deliverables.

SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables

The Evaluator will collect and analyze data in accordance with the evaluation plan and the evaluation questions. The Evaluator will then draft and submit an initial evaluation report to the Curriculum Specialist. The Curriculum Specialist will have one week to review the draft and offer suggestions about possible revisions. The Evaluator will have seven days to write the final evaluation report.

The evaluation report will provide detailed analysis of the selected topics and issues identified in the evaluation questions.

SCHEDULE FOR DELIVERABLES

[Note: In this section, specify dates for each deliverable in this contract.]

Deliverable	Date
Evaluation Questions	February 15, 2010
Evaluation Plan (includes the following) Background Information on Program to be Evaluated Evaluation Questions (previously agreed upon) Sampling Plan Evaluation Instruments Data Collection Plan	February 22, 2010
Completion of Data Collection	March 15, 2010
Draft Report for Evaluation Client to Review	March 29, 2010
Final Evaluation Report	April 12, 2010

CHANGES TO STATEMENT OF WORK

Changes to this statement of work shall be authorized and approved only through written correspondence from the Curriculum Specialist. Copies of each change will be kept on file along with all other products of the evaluation.

REPORTING REQUIREMENTS

The Evaluator will provide the Curriculum Specialist with weekly email updates regarding the evaluation's progress. The reports will cover all work done in the previous week, as well as the upcoming schedule of work. Any problems that occurred will be listed in the update, along with their respective solutions.

TRAVEL AND SITE VISITS

Authorization for travel and on-site visits will be authorized by the Curriculum Specialist.

SCHOOL RESPONSIBILITIES [This heading may vary if you are not in a school.]

Eastbrook Middle School will provide access to Study Island information and stored student data.

CONTRACTOR EXPERIENCE REQUIREMENTS

The Evaluator will perform this evaluation as an authentic learning experience in the Program Evaluation course (MEDT 8480) in the Ed.S. program at the University of West Georgia, College of Education, Department of Media and Instructional Technology. The professors for this course are Dr. Linda Haynes and Dr. Leslie Moller. Contact information for Dr. Haynes: Email Lhaynes@westga.edu or Telephone 678-839-6150. Contact information for Dr. Moller: Email Lesmoller@aol.com or Telephone 847-410-2444.

CONFIDENTIALITY AND NONDISCLOSURE

The Evaluator will take appropriate measures to safeguard the confidentiality of humans participating in this evaluation. Data collected on participants will not be associated with their true identities, nor used in any way which may cause harm.

Note: In addition to the confidentiality and nondisclosure for your specific evaluation, include the following statement:

The Evaluation Contract, Evaluation Plan, and Final Evaluation Report will be submitted to Dr. Linda Haynes and Dr. Leslie Moller at the University of West Georgia as partial fulfillment for the Program Evaluation course (MEDT 8480) in the Ed.S. program at the University of West Georgia, College of Education, Department of Media and Instructional Technology. The following schedule must be met for course requirements.

MEDT 8480 Course Assignment	Due Date
Evaluation Contract	February 1, 2010
Evaluation Plan	February 22, 2010
Final Evaluation Report	April 12, 2010

Accepted by:

<u>Tracie Dempsey</u> Name (print)	<u>Canon Snow</u> Evaluator Name (print)
<u>Tracie Dempsey</u> Signature	<u>Canon A Snow</u> Signature
<u>Eastbrook Middle School</u> Name of Organization	
<u>2/1/10</u> Date	<u>2/1/10</u> Date