

# EVALUATION CONTRACT

This is an agreement between Jessica Holstun and Dr. Alan Crowe, Professor LaGrange College and Coordinator of the Learn2Serve Serve2Learn Program

## GENERAL INFORMATION

Title of Project: Evaluation of Learn2Serve, Serve2Learn Summer Program

Scope of Work: The evaluator will provide the materials to execute the items and deliverables as described in this contract. The scope of this work includes (a) performing observations on camp activities, (b) performing teacher/instructor surveys to gauge perceived opinions, (c) data collection that relates directly to the evaluation questions, and (d) preparation of final report describing evaluation findings.

## WORK STEPS

Steps in this evaluation shall include the following: (a) analyze program website to acquaint evaluator with program, (b) conduct a GALIELO search to identify articles that compliment this summer program, (c) develop evaluation questions that will guide the evaluation process, (d) construct an evaluation schedule, (e) create collection data instruments including survey and observation checklists, (f) complete an observational visit, (g) collect data, (h) analyze and compile data and (i) prepare final evaluation report.

## FIELD VISITS

Visit and observation will be conducted after agreement between the evaluator and the coordinator of the summer learning program. Agreement on visit date will be done through email communication.

## PROJECT MANAGEMENT

Throughout this evaluation process, the evaluator will provide updates of the process to the program coordinator as deemed necessary.

Background: This evaluation process is in response to the need to evaluate a summer program for students within certain grade levels.

Performance Period: The work on this evaluation will begin once this contract is agreed upon and signed by the program coordinator. The observational visit will be conducted the week of June 28<sup>th</sup>. Other items will be delivered on the date listed in this contract.

Type of Contract: This contract will be administered by the requirements of the MEDT 8480 course at the University of West Georgia. Time and materials provided by the evaluator.

## CONTRACT AWARD MEETING

Email communication has provided a preliminary approval of the program requirement. The evaluator will begin work on this program evaluation once this contract is signed and dated by

the coordinator of the program.

## **GENERAL REQUIREMENTS**

1. This program evaluation requires no access to student information files.
2. There will be no access to students outside of the observational visits where the evaluator will be observing class activities only. Students will not be surveyed and no additional work activities will be placed on the students.
3. The evaluator and program coordinator will communicate through email to coordinate observational visit.
4. Program evaluation deliverables will be provided to the program coordinator through email communication unless otherwise requested by the program coordinator.
5. All program deliverables such as the survey and observational checklist may be reviewed, if requested, by the program coordinator

## **SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES**

### Description of Tasks and Associated Deliverables

The evaluator will provide the following deliverables described below.

Task 1: The evaluator will conduct the evaluation study in compliance with this evaluation contract, management plan, and the applicable evaluation questions. The program coordinator, if inclined to do so, may make suggestions or recommendations to the evaluation. The evaluator will provide an evaluation plan with evaluation requirements. This evaluation plan will be submitted to the program coordinator via email communication as a Microsoft Word document.

Deliverable 1: Evaluation Plan

Task 2: The evaluator will devise evaluation questions that will guide the process. Evaluation questions will be delivered to the program coordinator through email communication.

Deliverable 2: Evaluation Questions

Task 3: The evaluator will provide a draft report for the evaluation to be reviewed by the program coordinator. The coordinator may make suggestions or requests based on this report. The draft evaluation report will be delivered to coordinator by email communication.

Deliverable 3: Draft Report

Task 4: The evaluator will provide an evaluation report that provides detailed commentary and data on the evaluation topic. Observations will occur during the agreed upon time schedule with the final evaluation report provided on or before July 18, 2010. The evaluator will submit the final report to the program coordinator on or before July 18, 2010 via email communication.

Deliverable 4: Final Evaluation Report

## **SCHEDULE FOR DELIVERABLES**

The evaluator will provide all documentation/deliverables based on the below schedule. Any change in schedule will be communicated to the program coordinator via email communication.

| <b>Deliverable</b>   | <b>Date</b>   |
|--|---------------|
| Evaluation Questions   | June 21, 2010 |
| Evaluation Plan (includes the following)<br><br>Background Information on Program to be Evaluated<br>Evaluation Questions<br>Sampling Plan<br>Evaluation Instruments<br>Data Collection Plan | June 28, 2010 |
| Completion of Data Collection  | July 6, 2010  |
| Draft Report for Evaluation Client to Review   | July 12, 2010 |
| Final Evaluation Report  | July 18, 2010 |
| Presentation to Evaluation Client and Organization   | July 18, 2010 |

### **CHANGES TO STATEMENT OF WORK**

Because of the limited time frame during summer semester, the dates of all deliverables may need to be amended based on the observational visit and survey collection. Any change of dates will be communicated to the program coordinator via email communication.

### **REPORTING REQUIREMENTS**

Based on the needs and requirements of the program coordinator, the evaluator will provide updates on the program evaluation via email communication. During this communication, the program coordinator may provide additional requests or provide additional assistance in the resolution of problems that may arise during the evaluation.

### **TRAVEL AND SITE VISITS**

The observational site visits will be limited to one visit. This will ensure little disruption to the instructional activities of both the teacher/instructor and the students.

### **COLLEGE RESPONSIBILITIES**

The college will provide access to classrooms for the evaluator to observe. The college will also allow surveys to be emailed to the instructors and teachers of the program.

### **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](mailto:Lhaynes@westga.edu) or Telephone 678-839-6150. Contact information for Dr. Moller: Email [Lesmoller@aol.com](mailto:Lesmoller@aol.com) or Telephone 847-410-2444.

### **CONFIDENTIALITY AND NONDISCLOSURE**

It is agreed that:

1. The deliverables and reports compiled and created based on this evaluation will be provided to the program coordinator.
2. Information and data will only be used in the reports that are required for the MEDT 8480 course. The evaluator will not release the data or findings to any other party.
3. Releasing the data and findings is at the sole discretion of the program coordinator of the program.

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.

| <b>MEDT 8480 Course Assignment</b> | <b>Due Date</b> |
|------------------------------------|-----------------|
| Evaluation Contract                | June 21, 2010   |
| Evaluation Plan                    | June 28, 2010   |
| Final Evaluation Report            | July 18, 2010   |

**\*\*Signed contract on the next page\*\***

**Accepted by:**

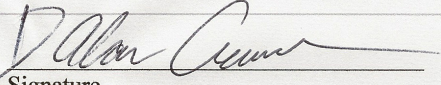
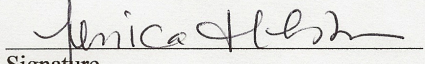
|                      |                        |
|----------------------|------------------------|
| _____                | _____                  |
| Name (print)         | Evaluator Name (print) |
| _____                | _____                  |
| Signature            | Signature              |
| _____                |                        |
| Name of Organization |                        |
| _____                | _____                  |
| Date                 | Date                   |

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**Accepted by:**

|  |   |
|--|---|
| <u>Dr. Alan Crowe</u><br>Name (print)  | <u>Jessica Holstun</u><br>Evaluator Name (print)  |
| <u></u><br>Signature | <u></u><br>Signature |
| <u>LaGrange College</u><br>Name of Organization  |   |
| <u>6/21/2010</u><br>Date   | <u>6/21/2010</u><br>Date  |