

Name of Grant Program: Competitive Academic Support Services -
Work and Learning Programs

Fund Code: 596 (School Year)
597 (Summer)

**FY2010 EVALUATION GUIDELINES
ACADEMIC SUPPORT SERVICES WORK AND LEARNING PROGRAMS**

In preparing an evaluation of the funded Academic Support *Work and Learning* Program, address the following areas, at a minimum. **Note:** It is the expectation of the Department that all Program Coordinators who are paid with grant funds will visit programs, observe instruction, provide technical assistance to staff, and attend appropriate Department sponsored Technical Assistance Sessions addressing this Fund Code. Narrative evaluations are due on July 30, 2010 for School Year programs (Fund Code: 596) and September 30, 2010 for Summer programs (Fund Code: 597). See [Academic Support Data Collection](#) pages for details regarding submission of this narrative evaluation as well as requirements related to individual student data.

I. PROGRAM DELIVERY

Using information from your Individual Student Data Reporting Forms, grant proposals, and site visits by district Program Coordinators and/or Administrators, please address the following:

- A. the program** - To what degree was the proposed program delivered? How successful was the program in addressing the individual student needs as outlined in Educational Proficiency Plans?
- B. the schedule** - Was it convenient for students and parents?
- C. the setting** - Was it easily accessible? Was transportation provided? Was it conducive to learning?
- D. outreach methods** - Did the program reach, enroll, and maintain the participation of targeted students?
- E. incentives** - Are additional incentives needed to encourage attendance?
- F. staffing** - Was the program able to attract adequate numbers of qualified staff to teach in the program? Was sufficient time for planning provided?
- G.** What **further questions** are raised/answered by program observations and/or an analysis of the data?

II. STUDENT RESULTS

Provide an explanation of how data demonstrate the success of the program in providing meaningful, relevant and targeted instruction.

Interpretation and Discussion - What do the data tell you regarding:

- A. the success of the program** - Did the majority of students make progress?
- B. the correlation between hours of services and results** - Was there a correlation?
- C. the impact of the student to teacher ratio on student progress**
- D. the instruction** - Did the instruction align with gaps in learning as outlined in Educational Proficiency Plans? Did the project/lesson submitted through the Contextual Learning website help to engage students in academic work applied to a context related to their lives, communities, workplaces or the wider world?
- E.** What **further questions** are raised/answered by an analysis of the data?

III. FEEDBACK FROM STAFF, PARENTS, AND STUDENTS

- A.** As part of the evaluation activities, did you administer a **staff** survey/questionnaire, conduct staff interviews, or elicit feedback in another way? Yes ___ No ___
 - 1. If you answered yes, what were the results?
- B.** As part of the evaluation activities, did you administer a **parent** survey/questionnaire, conduct parent interviews, or elicit feedback in another way? Yes ___ No ___
 - 1. If you answered yes, what were the results?
 - 2. Is there a correlation between parent satisfaction and student results? Yes (Describe.) ___ No ___
 - 3. Were pre- and post-test results shared with parents prior to their providing feedback?
Yes (Describe.) ___ No ___
- C.** As part of the evaluation activities, did you administer a **student** survey/questionnaire, conduct student interviews, or elicit feedback in another way? Yes ___ No ___
 - 1. If yes, what were the results?

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IV. WORK AND LEARNING INFORMATION

- A. Worksite Integration:** Please describe the connections made between worksite and academic learning, including but not limited to the use of the MA Work-Based Learning Plan.
- B. Employers:**
 - 1. How many employers provided worksite learning?
 - 2. Describe the profile of participating employers, including the number of private, non-profit, or public employers and the types of businesses and industries that participated.
- C. Employer and Community Support:** Describe the financial and in-kind support that employers and community partners provided to the program, including:
 - 1. wages paid to students (estimated total); and
 - 2. in-kind support provided by employers, such as staff time, conference room space, etc.
- D. Other financial or in-kind support provided by community partners:** Please describe.

V. SUMMARY

- A. Program Strengths**
- B. Program Weaknesses**
- C. Lessons Learned** - Discuss briefly the effectiveness of the instructional strategies and materials; staff, student, and parent outreach; and program organization in light of the information gleaned from the data.
- D. Recommendations for the Future** - What would be helpful to change and what would you plan to keep the same in a future program?
- E. Other** - Newspaper clippings and other contextual information that provide more complete information about program operation.