

Notes for Plan for Recruiting Students and Teachers for Gathering Feedback on Survey Questions

Last Updated: September 26, 2023

What are the ways in which we are gathering feedback?

We will gather feedback from 25 students (6 per school) and 10 of their math teachers (2 per school). We will collect data through:

- One-on-one conversations with teachers
- Group conversations with students

Students and teachers will receive a \$50 VISA gift card for their participation.

What tools are we using to gather feedback?

We will use the following feedback protocol to gather feedback on survey questions.

What are the “focus” characteristics of students and teachers that we want to gather feedback from?

Students	Teachers
Middle and High School Students	Teach math
Who are struggling with math	Have Black and Latino students in their class
Who like math/have done well in math	Have co-teachers
Don't like or are indifferent to math	Those who teach non-core math classes or have honors classes

How do we want to recruit students and teachers to gather feedback from?

Secondary question: How do we want to ensure they can choose a one-on-one or group conversation?

How do we want to organize the one-on-one and the group conversations?

Secondary question: At what time of day do we want one-on-one and group conversations to occur?

When do we want to begin recruiting students and teachers to provide feedback?

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Learn more about the Adapted Measure of Math Engagement at <https://www.childtrends.org/project/adapted-measure-of-math-engagement>.

Plan for Recruiting Students and Teachers for Gathering Feedback on Survey Questions

Last Updated: October 17, 2023

Data Collection

We will gather feedback from 25 students (6 per school) and 10 of their math teachers (2 per school). We will collect data through:

- 1-hour one-on-one conversations with teachers
- 1-hour group conversations with students

Students and teachers will receive a \$50 VISA gift card for their participation.

Participants

- **Required:** Students are in middle or high school. Teachers instruct math class.
- Additionally, for each school, we have identified characteristics of students we are hoping to get feedback from. Please keep these in mind as you think of individuals who may be a good fit for this.
- When thinking about participants, **please ensure no student or teacher names are recorded in this document. If you have questions about this, please reach out to Sammy Holquist (sholquist@childtrends.org).**

Roles

Action Items	Students	Teachers
Step 1	<p>Identify at least 6 teachers for the researchers to reach out to.</p> <ul style="list-style-type: none">• Confirm your name in the “Who is Identifying the Participant?” column.• <i>Ask your AM-ME teachers for <u>recommendations on their fellow teachers!</u></i>	<p>Choose a date, time, and location for the group conversation.</p> <ul style="list-style-type: none">• Fill out the time, date, and location for data collection columns.• <i>If choosing time during school, <u>consider days where students might be having a review or “free day.”</u></i>

<p>Step 2</p>	<p>Send teachers you think would be a good fit to Samantha Holquist (sholquist@childtrends.org).</p>	<p>Identify and reach out to at least 6 students. Share consent forms with students provided by the researchers.</p> <ul style="list-style-type: none"> • Confirm your name in the “Who is Identifying the Participant?” column. • <i>Ask your AM-ME students for <u>recommendations on their peers!</u></i> <p>Collect consent forms.</p> <ul style="list-style-type: none"> • Fill out Y or N in the “Consent Form Collected?” column.
<p>Step 3</p>	<p>Researchers will reach out to teachers (CCing AM-ME students and teachers), collect consent forms, and schedule an interview time.</p>	<p>Remind students about the group conversations the day of via email and in-person (if possible).</p>

Timeline

AM-ME Students

- Send at least 3 teachers from your school as options for participating in one-on-one conversations to Samantha Holquist (sholquist@childtrends.org) by **Friday, October 20**.
- Researchers will schedule one-on-one conversations to occur after **Wednesday, November 1**.
 - One-on-one conversations will occur from Thursday, November 2 to Friday, November 17.

AM-ME Teachers

- Send date, time, and location for student group conversation to Samantha Holquist (sholquist@childtrends.org) by **Friday, October 13**.
 - Group conversations can occur from Monday, October 23 to Friday, November 3 and Monday, November 12 to Friday, November 17.
 - We CANNOT conduct group conversations from Monday, November 6 to Friday, November 10.

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- Samantha Holquist will drop-off 10 recruitment handout and consent forms to each school by **Monday, October 16**.
- Recruit at least 6 students for group conversations at least a week before their scheduled date.
- Remind students about the group conversations the day of via email and in-person (if possible).

School 1

Note: Do not add student or teacher names to the participant column.

Participant	Focus characteristic	Who is Identifying the Participant?	Consent Form (Y/N)	Time and Date for Data Collection	Location of Data Collection	Facilitators of Data Collection
Student #1	Who like math/have done well					
Student #2	Who like math/have done well					
Student #3	Who like math/have done well					
Student #4	Who are struggling with math					
Student #5	Who are struggling with math					
Students #6	Who are struggling with math					
Teacher #1	Who co-teach, particularly in classrooms where students are struggling					

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Teacher #2	Who co-teach, particularly in classrooms where students are struggling					
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