

2005–06 Local Systemic Change Teacher Interviews Guidelines for Evaluators

The purpose of the teacher interviews is to collect information on teachers' perceptions of the quality and utility of the LSC professional development, the impact of professional development activities on their instruction, and the extent to which their school district context is supportive of the LSC reforms. Note that in this last year of core evaluation data collection all projects should conduct interviews between January and March with their required number of teachers who have already been involved in the project's professional development activities.

Sample Selection

HRI will randomly select the ten treated teachers to be interviewed from the project's Teacher Sampling Frame. HRI will also provide a list of backup teachers in case any teacher from the original sample cannot be interviewed, or in case an interviewed teacher indicates s/he has not had at least 20 hours of LSC professional development.

Conducting the Interviews

Interviews can be conducted either in person or by telephone. You can modify the questions to fit your interviewing style, and add questions in order to collect additional information of interest to the project. During the interview, take notes and/or record the interview, as feasible.

In the Teacher Interview Summary, interviewers are asked to code some of the teacher interview quotes to facilitate qualitative analysis. *Do not read the code categories to teachers and ask them to choose a response*; all interview questions should be asked in the open-ended format. If a teacher does not provide an answer to the question asked in their response, the interviewer should probe for details without leading the teacher toward the provided codes. Code categories should solely be used to report and analyze interview data. (We have found that most teachers, when asked, have no objection to tape recording, and it makes it easier for the interviewer to get direct quotes.) Interview notes should not be sent to HRI.

Completing the Teacher Interview Summary Form

The Teacher Interview Summary form should be completed by the interviewer as soon after the interview as possible. Most of the items on the Teacher Interview Summary are made up of three parts (A, B and C). Part A asks the interviewer to code *everything* a teacher mentions in response to the question, meaning that several different codes can be selected in Part A. Part A will be used program-wide to report quantitative data on teachers' responses to interview questions.

Part B asks the interviewer to transcribe the one "most salient" direct quote, taken from the teacher's response to the question; in Part C, one code should be selected to characterize the transcribed quote provided in Part B. Parts B and C will be used in cross-site reports to illustrate the codes that categorize teacher responses. The code selected in Part C should apply *only* to the quote from Part B, and not to anything else the teacher may have mentioned in his/her

response that was documented in Part A. Ideally, the quote selected should be both salient *and* illustrate the code that is associated with it without the need for any additional context. Quotes that do not appear to “fit” the code will not be useful for the purposes of core evaluation reporting.

When documenting quotes, it is essential to provide the teacher’s opinions in his/her own words. Quotes submitted to HRI on the Teacher Interview Summary should be the actual responses of the teacher, exactly as stated in the interview. In analyzing recent interviews, we have found cases where evaluators paraphrased the teacher’s remarks, markedly decreasing the utility of the information. The following examples illustrate both helpful and less helpful versions.

Example 1

Helpful Quote: “I teach science more now. I definitely use more technology, too, since the training last summer.”

Less helpful: He now spends more time teaching science and technology than he did in the past.

Example 2

Helpful Quote: “I like a lot of different things about the program. My favorite part is when we go on field trips.”

Not at all helpful: ...do like the program...parts good—field trips...

Sometimes evaluators need to add information to make the quote interpretable to HRI, e.g., indicating that a particular person referenced by a teacher is a scientist from a local university. This kind of information should not be enclosed in quotation marks; rather, the interviewer’s interpretation or summary of any part of the conversation should appear in brackets following the quote.

Submitting Teacher Interview Summaries via the Web

The Teacher Interview Summaries must be submitted to HRI via the Web. All Teacher Interview Summaries must be submitted by May 1, 2006. A recent standards-compliant web browser (e.g., IE 6.x, Netscape 7.x, Mozilla 1.x, or more recent versions) is recommended.

URL (web address)

The online Teacher Interview Summary is available by selecting “Online Forms” from HRI’s LSC core evaluation website at:

<http://www.horizon-research.com/LSC>

Username and Password

The online forms are password-protected. When prompted, enter the username “*****” and the password “*****” (note that both the username and password should be all lower-case letters).

Partial vs. Complete Forms

Teacher Interview Summaries need not be completed in a single sitting. To submit a partial form, use the “Submit Partial Form” button. You may return to the form later to make changes and submit the form as complete using the “Submit Complete Form” button. Note that in order for an interview summary to be considered “received” by HRI, it must be submitted as complete;

partial forms will not be included in a project's compliance data provided to NSF. Lead Evaluators and Principal Investigators may monitor their project's data collection status using the Lead Evaluator and Principal Investigator sections of HRI's LSC website.

When a complete form is submitted, several checks will be performed to ensure that the form has been completely and consistently filled-out. If necessary, you will be asked to correct problems and submit the form again.

Important: When a form has been received (whether as partial or complete), a screen confirming that your data have been successfully submitted will be displayed. This page will also display all of your completed responses; please print a copy for your records. If you do not see the phrase "successfully submitted", your form has not been received and your data will not be saved.

Extra Interviews

"Extra" interviews (i.e., interview a project chooses to conduct in addition to the required HRI-drawn sample) may be submitted if the project wishes to do so. When submitting extra interviews, please choose as an LSC ID any of the ID numbers beginning with "8" under the heading "EXTRA" in the LSC ID pull-down menu (while only three extra LSC ID's will appear in the pull-down menu at one time, new, sequentially-generated extra ID's will replace any previously submitted extra ID's every time a new form is begun).

Downloading Data

Lead Evaluators may download their project's teacher interview summary data from the Lead Evaluator section of HRI's LSC website.

For Assistance

E-mail Kristen Malzahn (lsc@horizon-research.com) at HRI if you have any questions about the Teacher Interview, the Teacher Interview Summary, or any other aspects of the core evaluation.