Project MORE-Motivating Opportunities in Rural Education

Administrator’s Role and Checklist

Thank you for agreeing to participate! Our objective in this research is to examine motivational issues in rural schools from the administrators’, teachers’, and students’ perspective. This document was created to provide you with a description of your role to ensure a smooth and least intrusive impact on your school and staff. Once again, thank you!

Role: The administrators’ role in project MORE is to (1) recruit participating teachers (2) either assume the role of the Data Collection Agent or assign someone that role (3) participate by completing the administrators’ survey (4) oversee and aid in coordinating the research efforts.

Administrator Responsibilities

Phase 1: Recruitment

☐ Identify math, science and technology (top priority) teachers who agree to participate
☐ Identify other teachers (second priority) who will participate
☐ Assign or assume the role of Data Collection Agent. The agent must understand and agree to the confidentiality aspects of project MORE. This entails taking responsibility for participating teachers’ students when the students’ are scheduled to complete the on-line survey. In addition the Data Collection Agent ensures that students work independently and that no participant (teacher, student or administrator) discusses responses with others.
☐ Have the participating teachers’ complete the information on the Participating Teacher Roster (enclosed)
☐ Copy and distribute the Teacher Packet (enclosed) to participating teachers. The packet includes: Teachers’ Role and Checklist, parental permission forms for students under 18, current class grade for participating students.
☐ Return Participating Teacher Roster to Dr. Patricia Hardré by FAX, email or regular mail at least two weeks before data collection begins.

FAX (405-325-6655)
Email (hardre@ou.edu)
Address: Dr. Patricia Hardré
Department of Educational Psychology
820 Van Vleet Oval
Norman, Oklahoma 73019-2041

Phase 2: Data Collection

(Note: The server will be down on Sunday mornings from 8:00 to 12:00 CST for maintenance)

☐ Complete Administrator’s on-line survey.
Enter the Universal Record Locator (URL or address) of the on-line survey
http://www.surveymonkey.com/s.asp?u=321482368623 Alternatively, you can go to http://faculty-staff.ou.edu/H/Patricia.L.Hardre-1/MORE.html and click the appropriate link for administrators. (Note: you must complete the survey in one session so please make sure you set aside approximately one hour to complete the task)

☐ Coordinate efforts of the Data Collection Agent, teachers and students.

Phase 3: Post Data Collection

☐ Facilitate collection of participating students’ grades from participating teachers