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 the staff. Once again, thank you!

Data Collection Agent Description: The agent can be an administrator, counselor, media specialist, a parent, a community member, or non-participating teacher. Preferably someone with experience in research methodology although we are here to help and can answer any questions that arise.

Role: The Data Collection Agent’s role in project MORE is to (1) help recruit participating teachers in your school (2) coordinate with the participating teachers for the time and place for collecting the students’ on-line survey (3) ensure that each participating student (under 18) has parental permission (4) aid in coordinating the research efforts.

Research Requirements:

1. Project MORE collects confidential data. We are promising our participants that their data will not be discussed or shown with reference to their name at any time with any person. The data collection agent will help us with that by taking control of a teacher’s participating students during the time the students are completing the on-line survey. This is necessary so that the participating teacher does not see the responses of his or her students.

2. Parental permission is required for all participants under the age of 18. The data collection agent can help us with this requirement by making sure that he or she has received from the teacher all signed permission slips and making sure that each student (under 18) participating has a permission slip.

3. The data collected must be independent. The data collection agent can help us here by ensuring that students completing the on-line survey do not interact with each other during the process. For example, if two students are talking about their responses, then the responses are no longer independent (i.e. one student may influence the response of another student). If the data collection agent witnesses an interaction between students, he or she can simply tell the students that we are very interested in what each person has to tell us. And so they should not talk about their responses.
Data Collection Agent Responsibilities

**Phase 1: Recruitment/Coordination**
- Work with the principal to recruit teachers (Note: Math, science and technology are our top priority but we are not restricting the research to those classes)
- Complete the information in the Teacher Participating Roster that your principal provides to you.
- Coordinate the time and place where the participating teachers’ students will take the on-line survey. Record on the Teacher Participating Roster

**Phase 2: Data Collection**
(Note: The server will be down on Sunday mornings from 8:00 to 12:00 CST for maintenance)
- Meet with the participating teacher at the appointed time and collect student permission slips from the teacher.
- Assume responsibility for the participating students at the appointed time and take them to the location for the administration of the on-line survey
- Explain the purpose and expectations of the research to the students
  - **Purpose/expectations:** Researchers at the University of Oklahoma are studying motivational issues in our school and they are interested in finding out your (the students’) perspective on what your school, teachers, and classmates do that either motivates or de-motivates you. Because we care what you, as an individual think, please do not discuss your answers or responses with others. The information you provide the university will be kept confidential so your name will not be associated with any of your responses. Your teacher won’t see it; your principal won’t see it; not even your parents. So please be honest. After all, we are simply trying to improve education so please help us out by being truthful and honest. Once the survey is begun, it must be completed during the same session. Once you leave the survey, you cannot come back to it.
- Show students the Universal Record Locator (URL or address) of the on-line survey
  - English speaking students: http://www.surveymonkey.com/s.asp?u=431492337435
  - Spanish speaking students: http://www.surveymonkey.com/s.asp?u=413032511157
  Alternatively, students can go to http://faculty-staff.ou.edu/H/Patricia.L.Hardre-1/MORE.html and click the appropriate link for English and Spanish speaking students
  (Note: These addresses can be bookmarked on the designated computers prior to the data collection date to make it easier for students to access the correct website)
- Ensure that each student is on the proper website
- Check that each student (under 18) that is participating has a signed parental permission form
- Supervise the administration to ensure confidentiality and independence is maintained. Answer any student questions

**Phase 3: Post Data Collection**
- Return all signed permission slips to Dr. Patricia Hardré by FAX, email or regular mail.
  - FAX (405-325-6655)
  - Email (hardre@ou.edu)
  - Address: Dr. Patricia Hardré
    Department of Educational Psychology
    820 Van Vleet Oval
    Norman, Oklahoma 73019-2041
- Aid collection of participating students’ grades from participating teachers at the end of the semester