



Planning Guide Highlights: Institute Evaluations and Status Reports

Evaluation is a key component of NTTI. Sites are responsible for distribution and collection of the following evaluative materials: the Pre-Institute Survey (completed online BEFORE the Institute), the Institute Evaluation (completed in hard copy at the end of an Institute's activities), and the Post-Institute Survey (to be completed online several months AFTER the Institute).

- ◆ The Pre-Institute Survey should be completed online prior to the first day of the Institute. The Pre-Institute Survey is available at NTTI Online <http://www.thirteen.org/edonline/ntti/getinvolved/pre-eval.html>. Information from the surveys will be immediately available to you as a database or spreadsheet as you request it from Traci Osterhagen in the New York NTTI Office.
- ◆ If your participants DO NOT complete the Pre-Institute Survey online, they MUST complete a hard copy prior during your registration period. ALL PARTICIPANTS MUST SUBMIT A PRE-INSTITUTE SURVEY. Those sites which have hard copy Pre-Institute Surveys will be responsible for entering evaluation data online.
- ◆ You must submit a list of Institute and workshop dates to the Thirteen/WNET NTTI office at least three weeks prior to the event in order to have information on the evaluation Web site.
- ◆ An Institute Evaluation should be distributed and collected at the end of your Institute's activities. Many sites give participants the Classroom Resource Binder in exchange for the Institute Evaluation, to ensure that it is received from all participants.
- ◆ A reminder to complete the Post-Institute Survey should be sent out to all participants several months after the actual Institute. The Post-Institute Survey is available online at <http://www.thirteen.org/edonline/ntti/getinvolved/post-eval.html>. Information from the surveys will be immediately available to you as a database or spreadsheet as you request it from Traci Osterhagen in the New York NTTI Office.
- ◆ All hard copy evaluations should be sent to your New York NTTI site liaison for project-wide statistical analysis as soon as they are available. Results of your evaluations will be available to you after the national data has been compiled in New York. ***If you would like immediate information from your evaluations, please copy them before sending them to the New York office.***
- ◆ In order to assist in tracking NTTI's national activities, you will be responsible for submitting four status reports, due to the New York NTTI office on the following dates: **November 7, 2003; February 6, 2004; April 23, 2004; and August 6, 2004.** An e-mailable form will be sent to you before the first deadline. Complete the form and email it back to the New York office; be sure to save a copy for yourself as you will be adding to the report throughout the year.