

# ***MAKING KNOWLEDGE PRODUCTIVE***

**PARTICIPANT AND COMPARISON BASELINE AND POST SURVEYS**

## **CODE BOOK**

**FOR USE BY**

**TEACHERS and/or COMMUNITY SERVICE-LEARNING COORDINATORS**

This document is a “CODE BOOK” that provides a tool for data entry and analysis of your student surveys. It may be used with the Middle/High School Student Baseline Participant and Comparison Surveys and Post-test Participant and Comparison Surveys

### **HOW TO USE THIS CODEBOOK**

This codebook was designed to help with data entry and analysis of participant and comparison surveys. Throughout the codebook, a symbol (✖) precedes instructions for data entry and analysis. These instructions are not seen on the actual survey instruments.

### **PLEASE DO NOT USE COPIES OF THIS CODEBOOK TO COLLECT DATA!!!**

Original clean versions of the *Making Knowledge Productive* (MKP) surveys (as well as the MKP toolkit) are available as pdf files at the Massachusetts Department of Education website.

After you have collected completed surveys from students, use this “CODE BOOK” to enter data from completed student surveys into the MKP Data Analysis Tool. To do this, simply enter the code that corresponds to the response to each question in the column that corresponds.

For example, consider item one on the participant or comparison surveys. In this example the student has responded “Not very true.”

	Very True	Sort of True	Not Very True	Not True at All
1. I know how to influence the decisions that are made in my community.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

In this codebook item one appears as follows:

SURVEY DOMAIN		Very True	Sort of True	Not Very True	Not True at All
CK	1. I know how to influence the decisions that are made in my community.	4	3	2	1

Next look at the MKP Data Analysis Tool. In the row for this students’ survey, under “Q1” you should enter a “2” because it corresponds with the student’s response of “Not Very True.” Repeat for every question of this student’s survey in the same row. Then repeat for each subsequent survey starting a new row for each.

## BLANK ANSWERS

You will notice that not every student answers every question. In most cases, in this codebook, we have asked that you please enter zero (0) if the student did not answer. These ‘blanks’ will then be included in calculations so that percentages will represent the proportion of all respondents, rather than those that did not answer a particular question.

## REVERSE CODES

Please note, some questions are marked as “✖ REVERSE CODED.” You will notice that instead of being listed as 4-3-2-1 they are coded as 1-2-3-4. You will also note that reverse coded questions correspond to negative outcomes for youth.

## DOMAINS

You may also notice that this code book contains ‘codes’ for the ‘domains.’ These are groups of questions that tend to ‘hang together’. The list of domain codes follows:

### Domains

ASP	Education Aspirations
BEL	Belonging
CA	Caring Adult
CE	Civic Empowerment
CK	Civic Knowledge
CON	Confidence/Relationships
FUT	Future Civic Involvement
HIST	Importance of understanding history
PE	Personal Empowerment
SE	School Engagement
SR	Social Responsibility

In the example above, “CK” for Question 1, refers to “Civic Knowledge.” It is one of several questions that comprise the “Civic Knowledge Domain.” The MKP analysis tool calculates the domains automatically on the second Microsoft Excel worksheet.

## Creating a Code

As the first step in the survey process, you will be asked to provide your initials, The code will let us keep track of your responses. Please provide your initials, your birth date, and the color of your eyes.

**✘ NOTE: Students are asked to create this code to match pre and post surveys while respecting privacy. Please enter each initial, month, day and 2-digit year, and number corresponding to eye color. PLEASE LEAVE BLANK IF NOT ANSWERED. DO NOT ENTER "0" HERE FOR BLANKS.**

your initials,

What are the first initials of your first name, middle name, and last name? **Circle** one letter for each below.

First name initial (circle one)	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Middle name initial (leave blank if no middle name)	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Last name initial (circle one)	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

What is your date of birth? (Month/day/year): \_\_\_ / \_\_\_ / 19 \_\_\_

What color are your eyes? 1 Brown 2 Blue 3 Hazel/Green 4 Something Else

## About You and Your Community

The questions below ask about how you think about you and your community. Please answer the questions as carefully and honestly as you can. There are no right or wrong answers. We just want to know how you think or feel.

For each statement below, please tell us if you feel that statement is **Very True**, **Sort of True** for you, **Not Very True**, or **Not True at All**. Please be sure to fill in the appropriate box.

**✘ Note: Please enter "0" for blank answers.**

SURVEY DOMAIN	Statement	Very True	Sort of True	Not Very True	Not True at All
CK	1. I know how to influence the decisions that are made in my community.	4	3	2	1
FUT	2. When I am an adult, I expect to vote in national elections.	4	3	2	1
PE	3. I take action on causes I believe in.	4	3	2	1
SE	4. I don't work very hard in school. (✘ REVERSE CODED)	1	2	3	4
CON	5. I will always have friends.	4	3	2	1
CE	6. I believe that I can make a difference in my school or community.	4	3	2	1
HIST	7. It is important to understand the history behind a community problem before you try to solve it.	4	3	2	1
PE	8. I am confident in my ability to do well.	4	3	2	1
CON	9. My friends respect me.	4	3	2	1
CA	10. In my school or community, there is an adult who really cares about me.	4	3	2	1
SE	11. I try to learn as much as I can about my school subjects.	4	3	2	1
CE	12. I know what is expected of a leader of a group project.	4	3	2	1
SR	13. It is my responsibility to be actively involved in community issues.	4	3	2	1
CE	14. I feel confident sharing my opinions in front of a group.	4	3	2	1
CK	15. I understand the different kinds of services my town provides to people in my community.	4	3	2	1
BEL	16. I feel like I am an important part of my community.	4	3	2	1

SURVEY DOMAIN		Very True	Sort of True	Not Very True	Not True at All
SE	17. At school, I pay attention in class.	4	3	2	1
HIST	18. I know how to find information on the history of my community.	4	3	2	1
SE	19. I don't try very hard in school. (✘ REVERSE CODED)	1	2	3	4
CK	20. When community issues or problems are being discussed, I usually have something to say.	4	3	2	1
SE	21. Teachers allow me to explore topics I find interesting.	4	3	2	1
BEL	22. Adults in my community value my opinion.	4	3	2	1
BEL	23. To solve most community problems, you have to learn how to work with others.	4	3	2	1
CK	24. I am able to understand most community issues easily.	4	3	2	1
SR	25. Being concerned about state and local issues is an important responsibility for everyone.	4	3	2	1
PE	26. I accept responsibility for my actions.	4	3	2	1
SE	27. When I am in class, I just pretend that I am working. (✘ REVERSE CODED)	1	2	3	4
CE	28. I know how to design and do a project in my community.	4	3	2	1
FUT	29. When I am an adult, I expect to get information about candidates and issues before voting in an election.	4	3	2	1
CA	30. In my school or community, there is an adult who listens to me when I have something to say.	4	3	2	1
SE	31. When I am in school, I feel happy.	4	3	2	1
CE	32. I believe that students my age can influence community decisions.	4	3	2	1
CON	33. I get along well with other people.	4	3	2	1
CON	34. It is hard for me to make friends. (✘ REVERSE CODED)	1	2	3	4
SE	35. I work very hard on my schoolwork.	4	3	2	1
PE	36. I seek solutions to complex problems.	4	3	2	1
HIST	37. I think you can improve a community project by looking at how people tried to solve community problems in the past.	4	3	2	1
CON	38. I like being around other people.	4	3	2	1
CON	39. I often feel lonely. (✘ REVERSE CODED)	1	2	3	4
SE	40. It is very important to me to do the best I can in school.	4	3	2	1
SE	41. I have opportunities to decide for myself what I learn about in school.	4	3	2	1
ASP	42. I plan to graduate high school.	4	3	2	1
ASP	43. I plan to attend college.	4	3	2	1
ASP	44. I plan to complete college and get a degree.	4	3	2	1
SE	45. When I am in class, I try very hard.	4	3	2	1
FUT	46. When I am an adult, I expect to be active in civic organizations where I live, such as town committees or community organizations.	4	3	2	1

**About You**

Finally we would like to ask a few questions about who you are and what

✘ For Age and Grade, enter the number or "0" if blank.

47. How old are you? \_\_\_\_\_ years old

48. What grade are you in? \_\_\_\_\_

49. Are you a boy or a girl?      1 = Boy              2 = Girl      0 = Blank

50. How would you describe your racial or ethnic background? Please feel free to mark all the a

1 American Indian or Alaskan Native                      1 Hispanic/Latino  
 1 Asian    1 Native Hawaiian/Pacific Islander  
 1 Black or African-American                                      1 White  
 1 Cape Verdean    1 Other: \_\_\_\_\_

✘ Note: On Q50, for each race or ethnicity there is a column. Please enter "1" if checked and "0" if blank.

51. Did you participate in any of the following co-curricular activities?

1 Sports  
 1 School clubs (Key club, art club, etc.)  
 1 Band/chorus/theatre  
 1 Student government  
 1 None

✘ Note: On Q51, for each activity there is a column. Please enter "1" if checked and "0" if blank.

	5	4	3	2	1
52. Overall, what types of grades to you usually get?	Well above average	Somewhat Above Average (A's & B's)	Average (B's and C's)	Somewhat less than average (C's and D's)	Below Average (Failing)
53. What was your last MCAS reading score?	Needs Improvement	Proficient	Very Proficient	Advanced	Don't know
54. What was your last MCAS math score?	Needs Improvement	Proficient	Very Proficient	Advanced	Don't know

55. During the last term/semester of school last year, approximately how many hours did you spend each week volunteering/providing community service (including service performed through your school, with your family, as part of a club or scout group and with your church, mosque or synagogue)?

**# Hours Per Week:** \_\_\_\_\_

56. If you volunteered/provided service, was it through your school, outside of school (for example, through a religious program or community-based program), or both?

- 0 Only through school
- 1 Only outside of school
- 2 Both through school and outside of school

57. During this past school year, did you work on one or more community service-learning projects through your school?  
 1 Yes                      0 No

**✘ BASELINE SURVEYS END HERE!**  
**Post-Participant continue to next page**  
**Post-Comparison go to the page following.**

# ✂ POST SURVEYS—PARTICIPANT ONLY! (Q58-59)

## Experience with Community Service-Learning

We would also like to learn about any work you may have done in your community through your school.

(See above for question 57)

58. Which of the following activities did you use during your community project:

	<i>Not at All</i>	<i>A Little Bit</i>	<i>A great deal</i>	<i>Don't Know</i>
a. I used Math to Add, subtract, multiply, divide or in some other way.	1	2	3	0
b. I used Writing in English to tell about my community project.	1	2	3	0
c. I used Reading in English to learn more about the community project.	1	2	3	0
d. I used History or Social Studies to understand the community project better.	1	2	3	0
e. I used Science, Technology and/or Engineering as part of the community project	1	2	3	0
f. I used Health as part of the community project.	1	2	3	0
g. I used a Foreign Language (i.e.- Spanish, French)	1	2	3	0
h. I used Art as part of the community project.	1	2	3	0

59. Please respond to the following statements. For each statement, please tell us if you feel that the statement is **Very True** for you, **Sort of True** for you, **Not VERY True**, or **Not True at All**.

	<b>Very True</b>	<b>Sort of True</b>	<b>Not Very True</b>	<b>Not True at All</b>
a. I had a say in choosing the problem or issue that I worked on.	4	3	2	1
b. I had a chance to discuss or research the problem or issue before I took action.	4	3	2	1
c. I met with or worked with people or organizations in the community in order to learn more about the problem.	4	3	2	1
d. I felt like the problem I worked on was important.	4	3	2	1
e. I felt like I had real responsibilities on my project.	4	3	2	1
f. I completed all the steps on my project that I had planned.	4	3	2	1
g. Did you feel like your project made a difference?	4	3	2	1
h. My teacher worked with me to assess what I had learned through the project	4	3	2	1
i. I want to continue working on this issue, either on my own or with another class at school.	4	3	2	1
j. I presented and/or discussed the results or experience of the project with one or more members of the community.	4	3	2	1
k. I talked about my experiences with my teacher	4	3	2	1

60. How would you rate your experience working on your community project (or projects) this past year?

4 Excellent

3 Good

2 Fair

1 Poor

# POST SURVEYS—PARTICIPANT Q-61/COMPARISON Q58

**58/61** Finally, we would like to know about how well you think you can do some important tasks in your community. For each of the following questions, please tell us how well you could do each type of task at the *beginning* of the school year and *now*. Could you do it *Not at all?* *A little?* *Pretty well?* Or *Very well?*

For example, in the sample question below, we ask you how well you could ‘Give a friend accurate directions to the town hall.’ To answer, **first you need to fill in one of the circles on the left side of the page** to tell us how well you could give the right directions **at the beginning of the year**. Then, you would **fill in one of the circles on the right side of the page** to tell us how well you think you can give identify accurate directions **now**. In the example below, we have filled in the circle indicating that you could give directions ‘a little’ at the beginning of the year and ‘pretty well’ now.

✖ Note: Please enter “0” for blank answers.

58/61i. At the beginning of the school year					58/61ii. Now			
Not at All	A Little	Pretty Well	Very Well		Not at All	A Little	Pretty Well	Very Well
<i>How well could you do each of the following?</i>								
	●			a. Give a friend accurate directions to the town hall? (sample question)			●	
1	2	3	4	b. Identify needs or problems that are important to your community?	1	2	3	4
1	2	3	4	c. Use a single source of information (for example, newspapers, the internet, etc.) to gather the information you needed on a community problem or issue?	1	2	3	4
1	2	3	4	d. Use several different kinds of sources (that is, more than one source) to gather information on a community issue (for example, newspapers, the internet, people in government agencies or community organizations, etc.)?	1	2	3	4
1	2	3	4	e. Make phone calls or conduct interviews to gather information on a community problem?	1	2	3	4
1	2	3	4	f. Decide what is important to think about in choosing a project?	1	2	3	4
1	2	3	4	g. Identify the steps that are important when a group needs to make a decision?	1	2	3	4
1	2	3	4	h. Compare the pros and cons of different solutions to a community problem?	1	2	3	4
1	2	3	4	i. Set up a timeline and action steps for a project?	1	2	3	4
1	2	3	4	j. Identify people who need to be involved in a project?	1	2	3	4
1	2	3	4	k. Manage your time so you can get all of the steps in a project done?	1	2	3	4
1	2	3	4	l. Change what you are doing on a project to make it work better?	1	2	3	4
1	2	3	4	m. Look at different ways to solve a community problem until you find a solution?	1	2	3	4
1	2	3	4	n. Make a presentation using charts, graphs, computers, video, or other types of presentation materials?	1	2	3	4
1	2	3	4	o. Communicate your ideas about something you think is important to other people?	1	2	3	4
1	2	3	4	p. Work on a team with other students to make decisions about a community problem or project?	1	2	3	4
1	2	3	4	q. Identify and use the skills that are needed to make a team work well together?	1	2	3	4
1	2	3	4	r. Work with other students in a group to improve the way you are working as a team?	1	2	3	4

**Thank you for helping with our survey!**

Please be sure to seal your survey in an envelope before you hand it back to your teacher