

# **Science Classroom Field Test: Implementation Guide**

University of Cincinnati  
Evaluation Services Center

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Saperstein Associates

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## Introduction

Welcome!

Thank you for assisting us with this research. We believe that your participation will yield you and your students many benefits. We also believe that this study is vitally important because the information you provide will help publishers of educational materials develop more effective science curricula.

Use this guide as a study resource. We have tried to anticipate your questions and include the information you will need to complete the study successfully. The contents of this guide are available online at the study Web site: [www.sapersteinassociates.com](http://www.sapersteinassociates.com). When you visit the site, click on *Science Classroom Field Test*, which appears in the lower right-hand corner. As the study unfolds, we will use this site to provide information that is not in the guide at the present time.

### Overview

McGraw-Hill School Education (McGraw-Hill) is creating a new instructional program for middle school science classrooms. As work on the program continues, the authors, editors, and graphic designers are committed to incorporating the reactions and suggestions of classroom teachers, wherever possible.

To that end, we are conducting the *Science Classroom Field Test*. Teachers from all over the country are participating in this study. Each teacher assigned to the Experimental Group will use prototypes of the McGraw-Hill program – color photocopies of the Student and Teacher Editions, among other resource materials. Using prototypes, instead of the “finished product,” allows the publisher to react more quickly to good ideas.

Teachers in the Control Group will use the science materials provided by their school or district – and share with us important feedback on those materials.

We will provide you with more information about these groups when you join us for a Study Implementation Conference Call.

For now, however, keep this in mind: We understand completely that your primary concern is the success of your students. Consequently, we would never ask you to do anything that might limit or impair their academic performance, regardless of the study's requirements.

In short, we are conducting this study to learn more about the science materials you and your students will use this fall.

### Benefits of the Study

This study will provide you and your students significant benefits:

- You will be helping publishers to develop more effective instructional materials. Though teachers often comment about the classroom materials they use, you will be taking an active role in improving them.
- When you have completed the study successfully, we will send you the \$150 honorarium we promised when you agreed to participate.

We are delighted that you are joining us for what promises to be a very exciting study. Thanks and good luck!

## **Contact Information**

When you have questions about the study or need our assistance, contact Holly or Emily. You may call (toll-free), fax, or send an email. Most days, Emily and Holly are available between 8:30 am and 5:00 pm Eastern Time.

### **Holly Knight**

Project Coordinator  
Saperstein Associates, Inc.  
800-860-3573 (phone)  
614-261-0076 (fax)  
holly@sapersteinassociates.com

### **Emily Goldman**

Project Coordinator  
Saperstein Associates, Inc.  
800-860-3573 (phone)  
614-261-0076 (fax)  
emily@sapersteinassociates.com

### **Saperstein Associates, Inc.**

4555 North High Street  
Columbus, Ohio 43214  
614-261-0065

Information about this study is also available at the study Web site: [www.sapersteinassociates.com](http://www.sapersteinassociates.com). When you visit the site, click on *Science Classroom Field Study* in the lower right-hand corner.

## **Privacy and Confidentiality**

The University of Cincinnati Evaluation Services Center and Saperstein Associates promises to keep all participant information confidential. The names of participating teachers, their school district, and state will be included in the completed Teacher Editions of the program unless McGraw-Hill is notified in writing. Beyond the Teacher Edition, teacher names will only be referenced with permission (example: teacher quotes). The names of students will not be referenced – for any purpose.

## Confidentiality Notice

### TEACHERS IN THE EXPERIMENTAL GROUP

The middle school science materials used in this study are considered *works-in-progress*. The components used in the study have not gone through the final design or proofreading process. The materials will not be used in their current form after the study concludes. For these reasons, access to study materials is limited to participating classroom teachers, their students, parents/guardians, science department chairpersons, and building administrators. Contact Georgia Rainier, McGraw-Hill Research Manager, at 800.848.1567 if you have any questions regarding this policy or if you wish to share study materials with other staff in your building or district.

A confidentiality notice will be emailed directly to you. Verify that you have read and understood this notice by signing and returning the form no later than **September 4, 2009**.

A copy for your records is included in this guide.

## Middle School Science Classroom Field Trial 2009-2010 School Year

### CONFIDENTIALITY NOTICE

*All materials used in this study are Copyrighted (©) by The McGraw-Hill Companies, Inc. All rights reserved. Except as permitted under the United States Copyright Act, no parts of these publications may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without prior written permission of the publisher.*

- Materials are not to be made available to parties not directly involved in the study without the publisher's written permission. Teachers may share program materials with students using the material during the course of classroom instruction, parents or guardians of these students, department lead or chairperson, and building administrator. Publisher will respond to all other requests to share material.
- The publisher provided an adequate supply of print resources; teachers may request additional copies as needed to meet changes in enrollment or to replace lost or damaged material.
- Participating educators are permitted to photocopy assessments (quizzes, chapter tests, and standardized test prep pages) from the **Chapter Resource Files** as needed for use in the classroom during the study period.
- Student Edition, Teacher Edition, unused pages from the Student Workbook, Transparencies, Study Training Manual, and any other program material provided by the publisher is to be returned at the end of the study. Pre-paid Federal Express shipping supplies are provided for this use.
- **Teachers acknowledge that the middle school science materials used in this classroom field trial are works-in-progress and have not gone through the final copyediting and formatting processes.**

*Please sign this form and return it to: Saperstein Associates / 4555 North High Street / Columbus, Ohio 43214  
Toll Free: 800-860-3573 / Fax: 614-261-0076 / Email: emily@sapersteinassociates.com*

**Teacher Name:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_

## Study Activity List and Timeline

Scheduled Date	Activity	Date Completed
<b>Prior to September 4, 2009</b> <hr/> <b>Experimental</b>	Verify that you have read and understood the Confidentiality Notice by signing and returning the form. The Confidentiality Notice will be emailed directly to you and can also be found on page 6 of this guide.	
<b>Prior to September 10, 2009</b> <hr/> <b>All Teachers</b>	Register for and participate in a one-hour Study Implementation Conference Call. The schedule for these calls can be found on the study Web site: <a href="http://www.sapersteinassociates.com">www.sapersteinassociates.com</a> . (Click on <i>Science Classroom Field Test</i> , click on <i>Study Implementation Conference Calls</i> , enter your TeacherID.)	
<b>Prior to teaching your first study chapter</b> <hr/> <b>Experimental</b>	Complete the training provided by McGraw-Hill. A representative of The McGraw-Hill Companies Research Department will contact you before you begin teaching your first study chapter to agree upon a training date and to provide additional information about the materials you will receive.	
<b>Prior to September 30, 2009</b> <hr/> <b>All Teachers</b>	Complete the Teacher Pre-Study Survey online. This, too can be found on the study Web site: <a href="http://www.sapersteinassociates.com">www.sapersteinassociates.com</a> . (Click on <i>Science Classroom Field Test</i> , click on <i>Teacher Pre-Study Survey</i> , enter your TeacherID.) The survey will take you about 30 minutes to complete.	

Scheduled Date	Activity	Date Completed
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<b>Throughout the study</b> <hr/> <b>Experimental</b>	<p>As you teach each chapter, we encourage you to make notes in your McGraw-Hill Teacher Edition. Such notes might include what you like and dislike about the chapter, features you felt were engaging or useful, and support you would like to have seen but did not.</p>	
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<b>After teaching your first study chapter</b> <hr/> <b>All Teachers</b>	<p>Keep us abreast of what you are doing in the classroom by completing the Mid-Study Teacher Activity Survey. The survey can be accessed through the study Web site, <a href="http://www.sapersteinassociates.com">www.sapersteinassociates.com</a>. (Click on <i>Science Classroom Field Test</i>, click on <i>Mid-Study Teacher Activity Survey</i>, enter your TeacherID.) Completing the Mid-Study Teacher Activity Survey is <i>very important to our research</i>.</p>	
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<b>Throughout the Study</b> <hr/> <b>All Teachers</b>	<p>We will contact you periodically – most often by email. Sometimes we will be checking to see if you have any questions. Other times, we may have a specific question for you.</p>	
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<b>Prior to November 25, 2009</b> <hr/> <b>All Teachers</b>	<p>Complete the Teacher Post-Study Evaluation. <u>Control</u> group teachers will complete this after teaching two chapters of their science program. <u>Experimental</u> group teachers will complete this after teaching both McGraw-Hill chapters. The Post-Study Evaluation can be found online at the study Web site: <a href="http://www.sapersteinassociates.com">www.sapersteinassociates.com</a>. (Click on <i>Science Classroom Field Test</i>, click on <i>Teacher Post-Study Evaluation</i>, enter your TeacherID.) This evaluation will take you about 30 minutes to complete.</p>	
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Scheduled Date	Activity	Date Completed
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<p><b>Prior to November 25, 2009</b></p> <hr/> <p><b>Experimental</b></p>	<p>FedEx all student and teacher materials provided by McGraw-Hill to The McGraw-Hill Companies using the original shipping materials. Please include your Material Inventory Sheet with your shipment. FedEx Airbills and a personalized Material Inventory Sheet will be included with your program materials.</p>	
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<p><b>Prior to November 25, 2009</b></p> <hr/> <p><b>All Teachers</b></p>	<p>Complete the End-of-Study Honorarium Information form which can be found on the study Web site: <a href="http://www.sapersteinassociates.com">www.sapersteinassociates.com</a>. (Click on <i>Science Classroom Field Test</i>, click on <i>End-of-Study Honorarium Information</i>, enter your TeacherID.)</p>	
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## Teacher Pre-Study Survey and Post-Study Evaluation

The Teacher Pre-Study Survey and Post-Study Evaluation are critical to the success of this research. They will provide us with the information we need to better understand how you feel about teaching science and the instructional materials you employed throughout the study.

Each of these questionnaires will take about 30 minutes to complete.

Complete the Teacher Pre-Study Survey by September 30. You will find it online at [www.sapersteinassociates.com](http://www.sapersteinassociates.com). (Click on *Science Classroom Field Test*, click on *Teacher Pre-Study Survey*, enter your TeacherID.)

Complete the Teacher Post-Study Evaluation no later than November 25. You will find it online at [www.sapersteinassociates.com](http://www.sapersteinassociates.com). (Click on *Science Classroom Field Test*, click on *Teacher Post-Study Evaluation*, enter your TeacherID.)

## Mid-Study Teacher Activity Survey

Tell us about your science instruction – what’s happening in your classroom – by completing the Mid-Study Teacher Activity Survey.

For Experimental group teachers, complete the Mid-Study Teacher Activity Survey after teaching your first McGraw-Hill chapter.

For Control group teachers, complete the Mid-Study Teacher Activity Survey after teaching a chapter from the science program provided by your school or district.

The survey consists of a short series of questions. These questions will be easy to answer and should take you about ten minutes to complete.

The Mid-Study Teacher Activity Survey is very important to our research.

You can access the log at [sapersteinassociates.com](http://sapersteinassociates.com). (Click on *Science Classroom Field Test*, click on *Mid-Study Teacher Activity Survey*, enter your TeacherID.)

## Returning Your Materials

### TEACHERS IN THE EXPERIMENTAL GROUP

You are responsible for shipping back all of the materials you receive from McGraw-Hill. This includes the Teacher Edition, Transparencies, Training Manual, Student Edition, and Student Workbooks (absent any worksheets used by students during the course of the study). Please keep the boxes these materials come in for return shipping.

Pre-paid FedEx Airbills and a Material Inventory Sheet will accompany your McGraw-Hill program materials. The Material Inventory Sheet will detail all materials you received from McGraw-Hill. At the conclusion of this study, the Sheet will need to be completed, faxed to McGraw-Hill, and returned with your materials.

Important note: Keep copies of the FedEx Airbills. Airbill Tracking Numbers are extremely useful when packages are not delivered as expected.

When your packages are ready to be shipped back, call FedEx to pick them up at 1-800-GO-FEDEX (1-800-463-3339). If you prefer, you may drop your boxes off at any FedEx shipping location. Find your nearest drop-off location at [www.fedex.com/us](http://www.fedex.com/us).

## End-of-Study Honorarium Information

When we have received your responses to (1) the Teacher Pre-Study Survey, (2) the Teacher Activity Survey, (3) the Post-Study Evaluation, plus, for teachers in the Experimental group, all of your McGraw-Hill program materials, we will send you the \$150 honorarium we promised when you agreed to participate.

To be sure that we know where you would like us to send your honorarium, complete the End-of-Study Honorarium Information form online at the study Web site: [www.sapersteinassociates.com](http://www.sapersteinassociates.com). (Click on *Science Classroom Field Test*, *End-of-Study Honorarium*, then enter your TeacherID.)

You will find a copy of this form on the following page, as well. Furthermore, a PDF is available at [www.sapersteinassociates.com](http://www.sapersteinassociates.com). (Click on *Science Classroom Field Test*, click on *End-of-Study Honorarium-PDF*, print.)

Complete this form no later than November 25.

**Saperstein Associates**

**University of Cincinnati  
Evaluation Services Center**

**End-of-Study Honorarium Information**

**Send to my attention at the school:**

**Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Alternate Telephone:** \_\_\_\_\_

***OR***

**Send to my attention at the address provided below:**

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Alternate Telephone:** \_\_\_\_\_

**Complete and return this form to:**

**Saperstein Associates, Inc.  
Attn: Science Classroom Field Test  
4555 N. High Street  
Columbus, Ohio 43214  
Toll Free: 800-860-3573 / Fax: 614-261-0076**