Process Evaluation for 4-H Science: Building a Career Pathway Initiative

Dear Parents/Guardians,

Your child is participating in a 4-H Science program. This program is funded by National 4-H Council, and it involves science activities, career decision-making, and college readiness. We are conducting a study of this program.

Interview – We are asking for your permission for your child to participate in a focus group interview about this program. If you agree, your child will participate in a group interview with other youth and parents with questions about science knowledge, attitudes, and skills. It will take approximately one hour to complete the focus group interview. A sample questions is, “What could be done to improve the 4-H Science program?”

Observation – We are also conducting a group observation of the 4-H Science program. This observation does not involve any type of interaction with you beyond the typical routine in participating in the 4-H Science program. We will keep hand-written notes about the way the program is conducted. No one is identified in our notes.

Along with this letter, you will find a parental consent form and a youth assent form. If you give permission for your child to participate, please sign the parental consent form, and return it to your 4-H leader. Your child will sign the assent form if they agree to participate.

Your child is not required to participate in this study. There are no known risks or discomforts associated with this evaluation. If your child feels uncomfortable with any question in the interview, they can stop and withdraw at any time.

Each focus group will be recorded (audio recording only). The tapes will be transcribed using pseudonyms so that participants’ names are not associated with their answers. You may be asked to participate in a group, or we may interview you individually depending on the number of people. No name will be linked to the information provided in the survey. We will only report summary data from the states involved in this study.

There is no monetary compensation for participating in this focus group. If you have any questions about the 4-H Science program, please contact your county Extension Office. If you have specific questions about this study, you may contact us. Our contact information is below. Thank you.

Sincerely,

Joseph L. Donaldson, Ph.D.  
Assistant Professor  
Phone: 865-974-7245  
Email: jldonaldson@tennessee.edu

Karen L. Franck, Ph.D.  
Extension Assistant Professor  
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Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.  
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.  
UT Extension provides equal opportunities in programs and employment.
Introduction
Your child is invited to participate in a research study. This research seeks to understand the extent to which the 4-H Science: Building a Career Pathway goals have been achieved, such as a greater interest in science among young people. We are evaluating what could be done to improve the satisfaction of the youth participants and how to improve their science knowledge, skills, and attitudes.

Information about participants' involvement in the study
Interview – Your child is invited to participate in a group interview, often called a focus group, about the 4-H Science: Building a Career Pathway. Each focus group interview will take approximately one hour. Young people will participate with other young people to verbally answer questions. A sample questions is, “What could be done to improve the 4-H Science program?”

Each focus group will be recorded (audio recording only). The tapes will be transcribed using pseudonyms so that participants’ names are not associated with their answers. Your child may be asked to participate in a group, or we may interview your child individually depending on the number of people.

Observation – Your child is invited to participate in a group observation of the 4-H Science program in which they participate. This observation does not involve any type of interaction with your child beyond the child’s typical routine in participating in the 4-H Science program. We will keep hand-written notes about the way the program is conducted. Children are not identified in our notes.

Risks
There are no foreseeable risks associated with your child’s participation in this study other than those encountered in everyday life. As this is a group interview, there is the possibility that other group members will disclose what is said.

Benefits
There are no direct benefits to you or your child from participation in this research. This research will help to evaluate current 4-H Science programs and make improvements. This research will also be used to make plan future 4-H Science programs.

Your Initials:

[Signature]
CONFIDENTIALITY
Data and records will be kept confidential by the investigators. Data will be stored securely and will be made available only to persons conducting the study. No reference will be made in oral or written reports which could link participants to the study. Records will be stored in a locked file cabinet on the University of Tennessee campus in Knoxville, Tennessee.

CONTACT INFORMATION
If you have questions at any time about the study or the procedures, (or you experience adverse effects as a result of participating in this study,) you may contact the researcher, Dr. Joseph L. Donaldson, at jdonaldson@tennessee.edu, and 865-974-7371 or Dr. Karen L. Franck, at kfranck@utk.edu, and 865-974-1448. If you have questions about your rights as a participant, you may contact the University of Tennessee IRB Compliance Officer at utkirb@utk.edu or (865) 974-7697.

PARTICIPATION
Your child’s participation in this study is voluntary; you may decline to participate without penalty. If you consent for your child to participate, he/she may withdraw from the study at anytime without penalty and without loss of benefits to which he/she is otherwise entitled. If he/she withdraws from the study before data collection is completed, his/her data will be redacted from the transcript.

CONSENT
I have read the above information. I have received a copy of this form. I agree for my child to participate in this study.

Child’s Name (printed) __________________________________________________________

Parent’s Name (printed) _________________________________________________________

Parent’s Signature ___________________________________ Date __________
Informed Consent Statement
Process Evaluation Plan for 4-H Science: Building a Career Pathway Initiative

INTRODUCTION
You are invited to participate in a research study. This research seeks to understand the extent to which the 4-H Science: Building a Career Pathway goals have been achieved, such as a greater interest in science among young people. We are evaluating what could be done to improve the satisfaction of the youth participants and parents and how to improve youths’ science knowledge, skills, and attitudes.

INFORMATION ABOUT PARTICIPANTS’ INVOLVEMENT IN THE STUDY
Interview – You are invited to participate in a group interview, often called a focus group, about the 4-H Science: Building a Career Pathway. Each focus group interview will take approximately one hour. Parents and young people will participate to verbally answer questions. A sample questions is, “What could be done to improve the 4-H Science program?”

Each focus group will be recorded (audio recording only). The tapes will be transcribed using pseudonyms so that participants’ names are not associated with their answers. You may be asked to participate in a group, or we may interview you individually depending on the number of people.

Observation – We are also conducting a group observation of the 4-H Science program in which your child participates. This observation does not involve any type of interaction with you and/or your child beyond the typical routine in participating in the 4-H Science program. We will keep handwritten notes about the way the program is conducted. No one is identified in our notes.

RISKS
There are no foreseeable risks associated with your participation in this study other than those encountered in everyday life. As this is a group interview, there is the possibility that other group members will share what is said.

BENEFITS
There are no direct benefits to you or your child from participation in this research. This research will help to evaluate current 4-H Science programs and make improvements. This research will also be used to make plan future 4-H Science programs.

Your Initials: _____
CONFIDENTIALITY
Data and records will be kept confidential by the investigators. Data will be stored securely and will be made available only to persons conducting the study. No reference will be made in oral or written reports which could link participants to the study. Records will be stored in a locked file cabinet on the University of Tennessee campus in Knoxville, Tennessee.

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PARTICIPATION
Your participation in this study is voluntary; you may decline to participate without penalty. If you decide to participate, you may withdraw from the study at anytime without penalty and without loss of benefits to which you are otherwise entitled. If you withdraw from the study before data collection is completed your data will be redacted from the transcript.

CONSENT
I have read the above information. I have received a copy of this form. I agree to participate in this study.

Your Name (printed) __________________________________________
Your Signature __________________________________________ Date ________
Project Title: *Process Evaluation Plan for 4-H Science: Building a Career Pathway Initiative*

Investigator: *Joseph L. Donaldson, Ph.D.*

Interview – Your parent knows that we are going to ask you questions about your experiences in the *4-H Science: Building A Career Pathway Initiative*. We want to know about kids’ attitudes about the 4-H Science program. Each group interview, also called a focus group, will take about one hour. You may be asked to participate in a group, or we may interview you individually depending on the number of people. Your name will not be recorded in our reports. The investigators will not tell anyone which answers came from you.

Observation – Also, we are asking you to allow us to observe you during the 4-H Science program. We will be seated in the same room as the 4-H Science program. We may take handwritten notes. We will not identify anyone by name.

If you don't want to participate, you can stop at any time. There will be no bad feelings if you don't want to do this. You can ask questions if you do not understand.

Do you understand? Is this OK?

Your Name (Please Print): ________________________________

Signature: ________________________________ Date: ____________