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

Dear 4-H Volunteers,

Thank you for your participation in the 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 inviting you to participate in a focus group interview about this program. If you agree, you will participate in a group interview with other 4-H Science volunteers with questions about the program. 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 consent form. If you chose to participate, please sign the consent form, and return it to us at the upcoming focus group meeting:

• Date –
• Time –
• Location –

You are not required to participate in this study. There are no known risks or discomforts associated with this evaluation. You may 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,

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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.
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 volunteers. We are also evaluating 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. You will participate with other volunteers 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. 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.

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 disclose what is said.

BENEFITS
There are no direct benefits to you 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 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.

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
You participation in this study is voluntary; you may decline to participate without penalty. If you consent 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 ____________