**STEM Guitar Evaluation-related Expectations from Teachers**

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| **At the STEM Guitar Institute**  |
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| Completing the retrospective pre-post survey during the Institute |
| Become familiar with the QUIA quiz software  |
| Developing the framework for developing the topics of the MLA (Modular Learning Activities) |

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| **After the STEM Guitar institute**  |
| ***What*** | ***How*** | ***When***  |
| Parent and student consent and assent forms, including student photo release form | Download from: guitarbuilding.org/consent-forms | Before the start of the school year |
| Developing at least two Modular Learning Activity (MLA) with corresponding Quia quizzes and answer key to be posted on the web portal.to be posted on web portal | Send to Debbie French:frenchd14@yahoo.com | By mid School year and submitted through guitarbuilding.org website |
| Implementing two of the 12 Core STEM activities and administration of Quia quizzes | Download from: guitarbuilding.org/modular-learning-activities; Quia quizzes distributed to students from Quia Account | ON-going until end of school year; Quia quizzes are taken pre-post as part of the MLA implementation activities |
| Involvement in teacher learning community via web portal by providing critique of posted MLA; | Presence on website | Ongoing – On guitarbuilding website |
| Sharing blogs/feedback about MLA and related MLA changes in instructional practices  | Presence on website | Ongoing – Submitted through Guitarbuilding website |
| Picture story or video journaling | Upload to: guitarbuilding.org/upload-documentation/ |  |
| Participation in the STEM Guitar Project Dissemination | Confirmation via email and invitation | TBD |
| Completing the STEM Guitar\_Teacher\_Practices\_Follow-up\_Survey | Download from:guitarbuilding.org/surveys/ | April or May toward the end of the school year |
| Facilitating student completion of the retrospective student survey – Students will need assigned Project-Student ID to complete this survey.*NOTE: It is imperative that you assign Project Student IDs. The Project Student* *IDs are generated using your Project Faculty ID then assigning an additional three-digit code for each student, starting with oo1. For example, if your Project Faculty ID is CA051601, then your Project Student ID is CA051601****001,*** *CA051601****002,*** *CA051601****003...*** | Download from: guitarbuilding.org/surveys/ | In April toward the end of the school year [OR immediately after the end of the STEM Guitar project activities if there is no more anticipated STEM Guitar activities within the period prior to the end of the school year] |
| Documenting dissemination and/or publicities or communications about the Guitar STEM project [pictures of student products, videos of project-related student activities, emails of feedback about the program, newspaper accounts, radio or TV exposure, features in magazines and other venues] | Upload to:guitarbuilding.org/upload-documentation/ | Ongoing |
| Future surveys for Additional classes Year 2, 3 of project  | Links will be delivered via email and will be posted at guitarbuilding.org/institute | Ongoing |

**Consent Forms Roadmap**

1. Teacher Consent Forms – Consent forms can be downloaded from the website at guitarbuilding.org/consent-forms. Project staff will download this and will request teachers to sign the hard copy of the form during the Institute before they take the online Institute evaluation survey. The project staff will send all signed forms to Tom Singer at Sinclair College.
2. Parent and Student Consent Forms –
	1. Facilitating the retrospective student online survey includes helping facilitate your school’s sending the hard copies of the Parent Consent Forms to be signed by the parents of students younger than 18 years old, together with the school mailing at the start of the school year.
	2. Students’ Assent and Consent Forms have to be signed by students at the start of the school year. The Assent Forms will be for students younger than 18 years old. The Consent Forms can be downloaded from **guitarbuilding.org/consent-forms.**

Note: Please review the video consenting process for guidelines in requesting for parents’ and students’ consent. The video is found at **guitarbuilding.org/video.**

**All signed Parent Consent Forms, Student Assent and Consent Forms, will be retained at the school and will be sent to:** Thomas Singer, Professor, Mechanical Engineering Technology, Engineering Technology Design Department, Sinclair Community College, 444 W. Third St., Dayton, OH  45402, **at the end of the program.**