



SCHOOL-BASED YOUTH PARTICIPATORY ACTION RESEARCH

DATA COLLECTION

SchYPAR PowerPoint Link:

 Data Collection - Administering the Survey

Lesson adapted from:

LEARNING STANDARDS

Lesson Description:

Collaborators will learn about the process of administering surveys in quantitative research. They will understand the importance of following a standardized procedure for survey administration to ensure data reliability and validity. By the end of the lesson, students will be equipped with the knowledge and skills to administer surveys effectively for their YPAR projects.

YPAR Learning Standard:

- Understand the significance of standardized survey administration in quantitative research.
- Explain the steps involved in survey administration.
- Demonstrate proficiency in administering surveys for their YPAR projects.

MATERIALS



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- ☐ Process journal
- ☐ Pencils/Pens
- ☐ Display screen
- ☐ White board or butcher paper

LESSON (20 minutes)

Introduction

Note on the structure of the lessons: The lessons situate the teacher as the leader or facilitator, but feel free to engage students as leaders/facilitators in preparing the lesson or the lesson itself. You can rotate students to be co-leaders/facilitators throughout the various sessions. They can co-lead with you by preparing beforehand a “mini-lesson” on one of the topics or guiding the conversations during group discussions. We are working on structuring these lesson plans, which engage all research collaborators in the teaching/learning process.

1. Begin the lesson by discussing the importance of standardized survey administration in quantitative research. Explain that following a consistent procedure ensures data reliability and validity, allowing for accurate analysis and meaningful results.

Steps in Survey Administration (10 minutes)

Present the key steps involved in survey administration:

- Preparing the survey materials: Printing or setting up the survey questionnaire, response sheets, and any necessary instructions.
- Explaining the purpose and instructions: Introduce the survey to participants, explaining the purpose, assuring confidentiality, and providing clear instructions on how to complete the survey.
- Answering participant questions: Address any queries participants may have regarding the survey or instructions.
- Distributing the survey: Hand out the surveys and materials to participants, ensuring everyone has the necessary materials to complete the survey.
- Monitoring and assistance: Be available to provide assistance, answer questions, or clarify any doubts while participants are completing the survey.
- Collecting completed surveys: Collect the surveys from participants, ensuring they are complete and any necessary identifiers (such as participant ID numbers) are recorded if required.

Activity

Practice Survey Administration (10 minutes)

2. Divide the students into pairs or small groups.
3. Provide each group with a mock survey questionnaire and response sheets.
4. Instruct the groups to take turns administering the survey to each other, following the steps discussed in the lesson.
5. Monitor the groups and offer guidance or clarification as needed.



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SUMMARY (10 Minutes)

1. Summarize the main points covered in the lesson: the significance of standardized survey administration, the key steps involved in survey administration, and the importance of ensuring data reliability and validity.
2. Explain the learning standard (if you haven't already) by explicitly sharing how they relate to their learning in the class:
 - a. Understand the significance of standardized survey administration in quantitative research.
 - b. Explain the steps involved in survey administration.
 - c. Demonstrate proficiency in administering surveys for their YPAR projects.
 - d. **Take-home assignment (in process journal):** Complete survey protocol and begin to administer surveys!

Assessment:

For assessment, the students will be evaluated based on their performance in administering the mock surveys. Assess the following aspects:

- Understanding of the steps involved in survey administration.
- Ability to effectively explain the purpose and instructions of the survey.
- Proficiency in addressing participant questions or concerns.
- Attention to detail in distributing and collecting the surveys.
- Overall adherence to a standardized procedure for survey administration.



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