EVALUATING YOUR ACP PROGRAM

January 2019

Question Bank for Family Data Collection

*Produced in partnership with the Wisconsin Evaluation Collaborative at the University of Wisconsin–Madison.*

The following Question Bank includes items that can be used in surveys or focus groups with family members to gain more information about your school’s or district’s ACP program. Please see the Guidance Document for more information about using these questions effectively.

The questions are divided into different topic areas. Question formats are indicated as follows:

**(S) items** are appropriate for use in surveys and can be answered by indicating yes/no, a scale response, or selecting from a list of answers.

**(OE) items** are open-ended survey items and require a text response, and consequently take more time to answer and to analyze.

**(FG) items** are more appropriate for a focus group.

Many survey (S) items can also be used as “starter” questions in focus groups followed by the relevant (OE/FG) questions which can be used to probe more deeply for additional information.

## **Introductory Survey or Interview Information**

*(To be edited to reflect the school/ district branding, if applicable, and philosophy of ACP)*

Academic and Career Programming / ACP is intended to equip students and their families with the tools to make more informed choices about personal, education and career plans after high school. It is part of the state of Wisconsin’s overall vision for every student to graduate “college and career ready” from high school.

## Topic Area: Awareness

1. How aware are you of Academic & Career Planning (ACP) in your student’s school? (S)
	1. Very aware
	2. Somewhat aware
	3. Not aware
2. Where would you go to find out more about your school’s ACP efforts? (S)
	1. School website
	2. District website
	3. Back to school notes
	4. School info nights
	5. Contact school personnel
	6. Ask kids
	7. Ask other parents/families
	8. Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Whom would/do you go to with questions about ACP? (check all that apply) (S)
	1. ACP coordinator
	2. Principal
	3. AP
	4. Counselor(s)
	5. CTE teacher
	6. Building admin
	7. Other teacher
	8. No one
	9. Other (please specify role)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What, if any, activities has your student talked about regarding ACP? (S)
	1. Interest inventories
	2. Resume building
	3. Mock interviews
	4. Dual credit or dual enrollment
	5. Goal setting of educational, career or personal goals
	6. Career exploration
	7. College research
	8. Financial literacy
	9. ACP portfolio creation
	10. Work-based learning (job shadows, internships, co-ops, apprenticeships, etc.)
	11. Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Topic Area: Perceptions of Value

Questions 6 and 7 are very similar but asked in a different format.

Question 6 could be a survey question that tells you more broadly about activities that families find valuable, while question 7 could be a multiple choice survey item or an open ended question that elicits responses that tell you more about why families feel they are or are not valuable.

1. Please indicate the 3 activities that you find most valuable. (S)
	1. Interest inventories
	2. Resume building
	3. Mock interviews
	4. Dual credit or dual enrollment
	5. Goal setting of educational, career or personal goals
	6. Career exploration
	7. College research
	8. Financial literacy
	9. ACP portfolio creation
	10. Work-based learning (job shadows, internships, co-ops, apprenticeships, etc.)
	11. Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How valuable do find the following activities? (S)

(Example of a series of questions)

* 1. Interest inventories
		1. Very valuable
		2. Somewhat valuable
		3. Not very valuable
		4. Not sure
	2. Resume building
		1. Very valuable
		2. Somewhat valuable
		3. Not very valuable
		4. Not sure
	3. Mock interviews
		1. Very valuable
		2. Somewhat valuable
		3. Not very valuable
		4. Not sure
1. Please indicate how valuable you think the following items related to ACP are (sample below): (S)

(Example of a matrix format with a “valuable scale”)

| ACP element | Very valuable | Somewhat valuable | Not valuable | Not sure |
| --- | --- | --- | --- | --- |
| 1. Interest inventories | ◯  | ◯ | ◯ | ◯ |
| 2. Resume building | ◯ | ◯ | ◯ | ◯ |
| 3. Mock interviews | ◯ | ◯ | ◯ | ◯ |
| 4. Dual credit or dual enrollment | ◯ | ◯ | ◯ | ◯ |

1. Do you think ACP is benefitting your student(s)? Y/N (S)
	1. How is ACP benefitting your student(s)? (OE or FG)
2. How beneficial do you think ACP is for your student(s)? (S)
	1. Very beneficial
	2. Somewhat beneficial
	3. Not very beneficial
	4. Not sure

## Topic Area: Family Involvement

1. What ACP activities have you as a parent/family member participated in? (check all that apply) (S)
	1. Parent Student Teacher Conference
	2. Grade level meetings (ex. 9th grade meeting, etc.)
	3. College visit or tour
	4. Job fair
	5. Career presentations
	6. ACP final presentations
	7. Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	8. I have not been involved in ACP activities.
2. What ACP resources have you found most useful? (S) *if presented with a list of local resources; if no list, OE or FG*
	1. What additional resources would be helpful? (OE/FG)
3. How would you as parents / family members like to be engaged in ACP? (check all that apply) (S)
	1. Be informed about ACP curriculum (which ACP activities are done in my student’s grade)
	2. Be informed about ACP opportunities (college visits, job fairs, work-based learning opportunities, dual credit opportunities, etc.)
	3. Participate in ACP opportunities with my student (college visits, job fairs, employer visits/tours, etc.)
	4. Participate in student/family/school conferences
	5. Other (Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. How could your school best keep you informed regarding ACP information and opportunities? (S)
	1. E-mail
	2. School website
	3. District website
	4. Facebook or other social media
	5. Weekly/monthly newsletter
	6. Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. How could ACP be improved? What would make it better? (OE or FG)

## Topic Area: ACP Student Experiences

1. How well is your student supported by his/her mentor/advisor/counselor? (S)
	1. Very well
	2. Somewhat well
	3. Not well
	4. Not sure/don’t know

15a. Please explain your answer in more detail (OE or FG)

1. What are the strengths/gaps related to mentor support? (OE or FG)
2. Is your student getting the support they need to make high school course selections? (S)
	1. Yes
	2. No
	3. Not sure
3. Are there additional supports around ACP that you would like to have in place? (OE or FG)
4. My student is getting the support they need related to work-based learning opportunities, such as internships, job shadows, youth apprenticeships. (S)
	1. Strongly agree
	2. Somewhat agree
	3. Neither agree nor disagree
	4. Somewhat disagree
	5. Strongly disagree
5. My student is getting the support they need to develop post-high school plans. (S)
	1. Strongly agree
	2. Somewhat agree
	3. Neither agree nor disagree
	4. Somewhat disagree
	5. Strongly disagree
6. How prepared for career/college is your student because of ACP-related experiences at your school? (S)
	1. Very prepared
	2. Somewhat prepared
	3. Not prepared
	4. Not sure/don’t know

## Topic Area: Equity

1. Do you feel that the ACP program is supporting the needs of your student? Y/N (S)
	1. If not, please identify particular areas in which your child’s needs require better support (awareness, involvement, communication, etc.) (OE/FG)
2. Do you think ACP is being delivered fairly/equitably to all students? Y/N (S)
	1. If not, please explain. (OE/FG)
3. In what ways is ACP NOT being delivered fairly/equitably to students? (OE or FG)
4. What specific actions can be taken to address any inequities? (S)
	1. Help with transportation to work-based learning or other opportunities
	2. Additional opportunities for one-on-one counseling, advising, mentoring
	3. More support and information around college access, financial aid, etc.
	4. Increased communication about ACP-related opportunities and events
	5. Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Is there reliable access to up-to-date technology to support ACP activities? Y/N (S)
6. Are there sufficient opportunities for activities like work-based learning? Y/N (S)



Wisconsin Department of Public Instruction
125 S. Webster Street, P.O. Box 7841

Madison, WI 53707-7841

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