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Student Survey Instructions

Mini-Grant 2019-2020

# What is this survey?

This Student Survey is intended to assess the impacts of the Montana Harvest of the Month activities on the knowledge, attitudes, and preferences of Harvest of the Month (HOM) foods.

# What should I do before giving the survey?

1. **Select a survey group:** Select one of the student groups (class, etc.) that will participate in HOM educational activities. The survey is only given to students 2nd grade or above. The survey should be a given to the same students at the beginning and the end of the semester or academic year. Conduct the survey with at least 30 students.
2. **Survey cover sheet:** This form should be completed by whomever is administering the survey and approved by the principal (school site) or program director/coordinator (afterschool program). This should be attached to the completed student surveys.

# When do I give the surveys?

The **pre-survey** should be administered to students before your first interaction with them (i.e., before any educational activities/sessions have occurred), preferably in the beginning of the school year. You can do this at the beginning of your first scheduled lesson, or before your first scheduled lesson as a quick drop-in. This survey is considered the “pre-survey,” and the information will be used as baseline data. Note: If the first education activity/session has already happened, please administer the survey as soon as possible.

The **post-survey,** which is the same survey just given at the end (May), needs to be given to same students who took the pre-survey at the beginning of grant period.

# How do I give the surveys?

1. If you are not the teacher of the class or the afterschool program coordinator, please discuss the survey with the students’ teacher(s)/afterschool coordinator(s) before administering it, and feel free to show it to them. The teachers/afterschool coordinators know the students best. They may have some suggestions or recommendations for how to administer the survey to their students, particularly for children who are not yet able to read or for special needs students. No student should feel isolated or left out because of how this survey is administered, and the teacher may have great suggestions for making sure that does not happen.
2. Bring the classroom script (See “Classroom Script” at the end of this document), copies of surveys, and pencils/pens with you to conduct the survey.
3. Use the “Classroom Script” to introduce the survey and walk students through it as a group.
4. When giving this survey, make sure that students understand the questions, are answering the questions for themselves, and follow your directions for filling out the surveys. Also make sure that you are not leading students towards particular answers.
5. For non-readers, work with the student(s) one-on-one to read each question. For younger groups, you will read the questions and answers out loud to the class (it helps if one or multiple volunteers are available to walk around the room and assist. The teacher or teaching assistant may also be available for this purpose). A document projector can also be helpful for pointing to the questions as you go along. For older groups you can introduce the survey and allow students to complete the rest on their own.
6. As students hand in their surveys, try to briefly scan the survey to make sure they answered every question. If they have not answered a question, please ask the student to complete the question.
7. Collect the completed surveys in an envelope and mail them to the address below. Attach the **Cover Sheet** to the surveys and mail to:

Aubree Roth

Montana Team Nutrition Program

Montana State University

PO Box 173370

Bozeman MT 59717-3370

# Questions?

Contact Aubree Roth, Farm to School Coordinator, Montana Team Nutrition Program at (406) 994-5996 or aubree.roth@montana.edu.

# Classroom Script

Read the following script to students to walk them through the survey. This script is best suited for younger grades (2nd-5th). Do not read the italicized phrases in parentheses out loud – these are notes for the survey administrator. Make sure all students are using pencil or pen which you will want to bring with you to be sure that there are enough for all students taking the survey.

This is a survey so that you can tell us how you feel about certain foods. I want to know your honest opinions. The Montana Team Nutrition Program is asking about your food knowledge, attitudes, and choices. They are asking you to take a short survey about specific foods. This is part of a research study. Your responses will be secret, which means there will be no way for others to know if your comments belong to you or someone else. You can decide not to take the survey at any time. You may stop participating at any time during the survey.

First, fill in your first name on the line. Now, go to the next line. Write your last name.

Next, let’s fill in the grade you’re in. What grade should we fill in? *(Repeat the correct grade.)*

Great! Next, keep your eyes on me and I will tell you the directions. We are going to read each question very carefully together, and then you will choose one answer and fill in the circle for that answer all the way. You will write your answers on your own, so make sure to tell us what you think, not anybody else.

We want to know your honest opinion. Tell us what you really think! If you do not know an answer, just use your best guess. *(For younger students read each question and answers aloud and walk through the survey together, one question at a time.)*

*(Page 1 & 2)* Circle the food that best answers the question asked. If you do not know the answer, select the one that seems the most correct.

*(Page 2, Questions 7&8)* Circle the answer that best describes what you normally eat. There is no right or wrong answer for these.

*(Page 3)* Remember, there are no right or wrong answers, and your teacher will not see it. Let’s all do the first question together. The first one is about how much you like lettuce. Pick one answer. You can choose “I have never tried it” which is the question mark, “I don’t like it” which is the frowny face, “I like it” which is the middle face, or “I love it” which is the smiley face. If you have not tried lettuce, pick the circle with the question mark. Make sure you choose only one answer. Pick the one that is closest to how you feel about lettuce. Color in the bubble all the way. Remember, you might have eaten some of these foods as an ingredient such as lentils might in soup, zucchini in zucchini bread, or kale in a salad. *(Pause.)* Do you have any questions? *(If not)* Now let’s go to the carrots. You will rate the foods in the first column before going to the foods in the second column. *(Read #2 aloud and walk them through the answer choices. Repeat until then end of the survey.)*

*(Page 4)* On the last page you will need to match each food with the correct food group. Draw a line from each food on the left to the correct food group on the right. For example, chicken is in the protein food group, so there is a line between the picture and the protein food group. Instead of drawing a line, you can instead write the letter in the box. So for the chicken example “D” is written in the box which matches with the “D – Protein” on the left side. Some of the food groups will have more than one food. You can choose which food group you want to select. *(Show and read each of the food items and the food group names for younger students or non-readers).*

(As students finish, please review for missing or inaccurate markings, for making dark enough circles, and for including names on surveys. Students should finish in about 10-30 minutes. Collect the forms once students have completed. Have students place their completed forms into a large envelope or folder.)

Contact information: You may contact our research team if you have any questions about this research. If you have any questions at any time, want to see the questions beforehand, please ask one of the staff, or contact Carmen Byker Shanks at 406-994-1952. You may also contact a representative at Montana State University with any question about your involvement this study. The contact for this is Dr. Mark Quinn, Chair of the Institutional Review Board, (406) 994-4707; email: mquinn@montana.edu.