Survey of Civic Learning Opportunities for Out-of-School Youth in the Adult Education and Literacy System: Appendix A

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APPENDIX A: THE SURVEY
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Survey of Civic Learning Opportunities for Out-of-School Youth

Are you an instructor, trainer or program administrator in an adult education or literacy program? If so, SRI International would like to ask for about 20-30 minutes of your time to complete the survey below. The survey will help our field to learn more about the ways adult literacy and adult ESL programs promote civic engagement and civic education among out-of-school youth. Your responses, along with those from others around the U.S., will help us to prepare a report that will include examples of successful approaches to civic education for out-of-school youth and resources for teachers and programs.

This project is being funded by the Center for Information and Research on Civic Learning and Engagement (CIRCLE), based in the University of Maryland's School of Public Policy. CIRCLE has conducted many studies of civic engagement among youth in the K-12 and post-secondary education systems, but this is the first to look at civic engagement within the adult education and literacy system. If you would like to learn more about the project, or have questions, please contact Melanie Daniels (melanie.daniels@sri.com) or Marilyn Gillespie (marilyn.gillespie@sri.com). If you would like us to e-mail you a copy of the report, please fill out the information you will find at the end of the survey.

Thank you very much for assisting us with this project. If you know of other colleagues who might contribute to this survey, please feel free to forward the survey access information to them.

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1. What is your primary role in your program? (Please check one.)
   - literacy program administrator
   - instructor
   - other (please describe)

2. In which state (or U.S. territory) is your program located?

3. Is your program primarily associated with a: (Please check one.)
   - local school district
   - community college
   - library
   - community based organization
   - volunteer organization
   - other (please specify)

4. Do any of your classes take place in one or more of these settings? (Please check all that apply.)
   - correctional program
   - substance abuse/rehab site
   - program for pregnant youth/new mothers
   - workplace
   - community technology center
   - housing complex
   - other (please specify)
5. Is your program primarily: (Please check one.)
   - urban
   - rural
   - suburban
   - other (please specify)

6. What size is your program? (Please check one.)
   - over 500 students, multi-site
   - between 200 - 500 students, multi-site
   - between 100 - 200 students, single site
   - 30-100 students
   - under 30 students

7. What percentages of your instructors fall in each of the categories below? Percentages must add up to 100%.
   - Full-time Paid Instructors
   - Full-time Volunteer Instructors
   - Part-time Paid Instructors
   - Part-time Volunteer Instructors

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Out-of-School Youth

Please tell us about the out-of-school youth (aged 16-24) in your program. (If your program does not serve any out-of-school youth, you may stop the survey at this point. Thank you for your assistance.)

8. Approximately how many students aged 16-24 are currently enrolled in your program?

9. Of these, how many are aged 16 to 18?

10. What percentage of your total enrollment are youth aged 16 to 24?

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11. What percentage of the students aged 16 - 24 are enrolled in:

- adult basic education
- adult secondary education or diploma classes
- English as a Second Language
- GED prep classes
- family literacy classes
- citizenship classes
- vocational education
- work readiness/transition to work classes

* 12. Are students aged 16 to 24 enrolled in other program areas not listed in item 11?

- [ ] Yes
- [ ] No

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PROGRAM AREAS LISTED IN QUESTION 12:
adult basic education
adult secondary education or diploma classes
English as a Second Language
GED prep classes
family literacy classes
citizenship classes
vocational education
work readiness/transition to work classes

* 13. What percentage of the students aged 16 to 24 are enrolled in other program areas not listed in Question 12? (please refer to the list above):

- [ ] other

* 14. Please name the other program areas in which your students aged 16 to 24 participate:

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15. How has the percentage of youth in your program changed in the last 5 years?
   - More than tripled
   - Doubled
   - Increased somewhat
   - Remained the same
   - Decreased

16. Has your program experienced an increase in youth enrollment?
   - Yes
   - No

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17. If the percentage of youth you serve has increased, what do you see as the key reasons for this increase?

<table>
<thead>
<tr>
<th>Reason</th>
<th>1st Most Important</th>
<th>2nd Most Important</th>
<th>3rd Most Important</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>More students dropping out of school to work.</td>
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<tr>
<td>More students dropping out due to a lack of interest in school.</td>
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<tr>
<td>More students dropping out due to violence/drugs in school/community.</td>
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<td>More students unable to pass high school exit exams.</td>
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<td>More students dropping out of school due to pregnancy.</td>
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<tr>
<td>More students dropping out due to problems in their family.</td>
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<tr>
<td>More older youth returning to adult education to get GED in order to get a job or a better job.</td>
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<tr>
<td>More older youth returning to adult school to get a GED in order to enroll in post-secondary education or training.</td>
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<tr>
<td>More students being reassigned to adult school programs by district.</td>
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<tr>
<td>Other (please describe in the box below)</td>
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</tbody>
</table>

18. Please provide any comments you may have related to Question 17 in this box.
19. How have you responded to the increase in youth enrollment? (Please check all that apply):
   - Created ABE/GED/ESOL classes with curriculum designed for youth
   - Modified content/curriculum of existing classes somewhat
   - Modified content/curriculum of existing classes a great deal
   - Offered teacher professional development related to serving youth
   - Created special in-class activities aimed at youth
   - Created out-of-class activities aimed at youth
   - Instituted new or different class rules and norms
   - Increased class size
   - Rely more on volunteers than in the past
   - Changed the kind of instructors hired
   - Changed mix of full-time/part-time instructors
   - Created waiting lists for student enrollment
   - Have made no program changes
   Other (please specify): 

20. Please provide us with more details about the program changes you indicated in Question 19. Please describe the changes and the reasons why you made them.

21. In what ways is civic engagement a part of your program? (Please check all that apply):
   - It is included as part of our overall program mission and/or goals.
   - Related topics are included as part of our staff development/volunteer training.
   - Civic engagement is a criterion for evaluating our program success.
   - We encourage student participation in program decision making.
   - We coordinate joint civic engagement activities with other agencies (e.g., other providers, community agencies, grant-making foundations).
   - We inform students of community events and civic activities.
   - We ask students at intake if they have civic engagement goals.
   - We offer one or more courses on civic engagement.
   - We plan civic engagement activities that take place out of class.
   - None of the above
   Other (please specify): 

22. How important is civic engagement to your overall program goals? (Please check one.)
   - Not important
   - Somewhat important but not a priority
   - Important; address occasionally
   - Important; address frequently

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Civic engagement activities offered in your program

(Civic engagement may include, but is not limited to, behavior such as obtaining citizenship, voting, becoming a volunteer, joining a community or civic organization, engaging in advocacy or activism on behalf of a community or neighborhood issue.)
22. How important is civic engagement to your overall program goals? (Please check one.)
- Not important
- Somewhat important but not a priority
- Important; address occasionally
- Important; address frequently
- Very important; among our top priorities

23. What percentage of your students overall have learning goals related to civic engagement (obtaining citizenship, voting, becoming a volunteer, joining a community/civic organization, advocacy on behalf of a community/neighborhood issue, etc.)?
- less than 10%
- 11%-25%
- 26%-50%
- greater than 50%
- do not collect this information

24. What percentage of your youth (16-24) have learning goals related to civic engagement (obtaining citizenship, voting, becoming a volunteer, joining a community/civic organization, advocacy on behalf of a community/neighborhood issue, etc.)?
- less than 10%
- 11%-25%
- 26%-50%
- greater than 50%
- do not collect this information

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* 25. Are the civic engagement goals of youth different from those of your older adult population?
- Yes
- No
- Do not collect this information

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26. You indicated in the previous question that the civic engagement goals of youth are different from those of your older students. Please describe the differences in goals in the box below:

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27. Do older adults and youth share classes?
   Yes   No   Do not know

28. What impact, if any, does a multigenerational class have on the establishment of a learning community within the classroom and/or the civic engagement of class members?

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29. What, if any, successful instructional activities have your teachers used within the classroom to support students’ goals related to civic engagement? (Please mark all those that apply.)

- lecture/speakers
- reading/discussion/writing
- study circles
- project-based learning
- instructional software
- internet: research
- internet: discussion list
- internet: e-mail advocacy
- problem posing on community issues
- do not know/in unable to determine
- other (please describe):

30. What, if any, successful instructional activities have you used outside the classroom to support students’ goals related to civic engagement? (Please mark all those that apply.)

- field trips
- participation in “town hall” meetings/forums
- community interviews/surveys/mapping
- community action
- collaboration with community organizations
- do not know/in unable to determine
- other (please describe):

31. What program-wide events related to civic engagement have you held? (Please mark all those that apply.)

- voter registration drives/workshops
- student-organized and/or led fairs/workshops
- program workshops on community topics (e.g., immigrants’ rights)
- do not know/in unable to determine
- other (please describe):

32. What, if any, successful materials do you use to support students’ goals related to civic engagement? (Please mark all those that apply.)

- published workbooks or texts (please share titles/publishers in textbox below)
- locally produced materials (please describe in textbox below)
- student-produced materials (please describe in textbox below)
32. What, if any, successful materials do you use to support students’ goals related to civic engagement? (Please mark all those that apply.)
- published workbooks or texts (please share titles/publishers in textbox below)
- locally produced materials (please describe in textbox below)
- student produced materials (please describe in textbox below)
- real life materials: newspapers
- real life materials: community organization forms, flyers, brochures, other materials
- real life materials: voter education materials
- real life materials: citizenship materials
- do not know/able to determine
- other (please specify):

33. What websites/discussion lists has your program used to support students' and/or instructors/tutors' work in civic engagement? (Please mark all those that apply.)
- Center for Civic Education - www.civiced.org/index.php
- The Center On-Line - www.thecenterweb.org
- Clenet - http://www.clenet.org/
- Constitutional Rights Foundation - http://www.crf-usa.org/
- English Literacy Civics Education Resource Center - http://www-tcall.tamu.edu/ELCweb/Home/h_H.htm
- FirstGov - http://www.firstgov.gov/
- Innovation Center for Community and Youth Development - www.theinnovationcenter.org
- National Issues Forums Institute - www.nifi.org
- National Institute for Literacy - www.nifl.gov
- The New Americans Project - www.pbs.org/independentians/newamericans/learneronemigration.html
- Outreach and Technical Assistance Network - http://www.otan.us
- Poverty, Race, and Literacy Discussion List - http://www.mfl.gov/lincc/discussions/mfl-poverty/povertylist.html
- The Right Question Project - http://www.rightquestion.org/
- Verizon Literacy Campus - http://www.literacycampus.org
- Voice for Adult Literacy United for Education (VALUE) - http://valueusa.org
- None
- Do not know/able to determine
- other (please specify url):
34. What types of support would help you better promote civic engagement among your students, especially among your students under 24 years of age? (Please mark all those that apply.)

- Professional development for state/local administrators
- Professional development for instructors
- Changes in agency policy (please describe in box below)
- Awareness of access to relevant materials and other instructional resources
- Awareness of access to relevant organizations focused on youth
- Better linkages to other community agencies
- Technical assistance (please describe in box below)
- Outcome measurement tools
- Better funding options for civic engagement
- Do not know/unable to determine
- Other (please specify)

35. Has the level of civic engagement of your students changed as a result of participating in the activities your program offers?

- Yes
- No
- Do not know

36. In the previous question you indicated that the level of civic engagement of your students has changed as a result of participating in the activities your program offers. Please explain how you know that to be so.
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37. Do you have any measures or tools to assess civic engagement as a learning outcome?
   - Yes
   - No
   - Do not know

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Promising Practices and Models, continued

39. Do you have any good activities or approaches for promoting civic engagement among youth (or older students) that you would like to share?

Please use this box to describe any successful instructional activities you use to promote civic engagement among youth or older students.

40. Would you like to be notified when the final study report is available on the web?
- Yes
- No

41. If your response was yes, please complete the information in the box below. Your contact information will only be used to notify you when the final report is available.

Email address: [Text field]

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42. Would you be willing to be contacted by the study team to further discuss your successful activities or instructional approaches to promoting civic engagement?

- Yes
- No

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Thank you for participating in this survey!

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