

**Evaluation Materials for *FutureProfits***

Basic evaluation instruments are provided for optional use with the *FutureProfits* curriculum. These resources include: an Autobiographical Survey (including a demographic questionnaire along with a class feedback form) and a pre-/post-test for each unit. If you would like to utilize these instruments, you will need to schedule additional time at the beginning and end of each unit.

**Administering the Autobiographical Survey**

The Autobiographical Survey can be administered once after completing the whole curriculum. It is important for students to have the option of including their name. This allows students to be honest in their answers. The survey section allows students the opportunity to provide feedback on their experience of *FutureProfits*.

**Administering the Pre-/Post-Tests**

For each individual unit, the pre-test should be administered prior to teaching any of that unit's material. The test can be given on a different day, or on the day that you teach the first lesson of that unit, as long as the pre-test is complete before you begin the Introduction section of the first lesson. The same test is administered a second time — at the end of the unit — as a post-test. Again, this can be done on a different day, or on the same day as you teach the last lesson, as long as the test is administered after you finish the Wrap Up section of the final lesson. By measuring the change in students' scores, you can obtain data about how much information from each unit the students were able to absorb and retain.

It is critical that you emphasize to the students the information written at the top of each pre-/post-test. In order to provide the most accurate data about their previous knowledge and their learning from the class, students must be willing to circle “don't know,” so that guessing does not affect the data. Reinforce strongly that the purpose of the pre-/post-tests is to test the curriculum and you as the instructor — not to test the students. Assure them that you are asking them to write their names on the tests only so that you can match the pre-test to the correct post-test for comparison, and not because you will be looking at how individual students perform. You can also choose to assign a number to each student and have the students write their numbers on the tests in place of their names. This ensures their anonymity and may make students feel more comfortable providing honest answers. However, it can be complicated to ensure that students remember their assigned numbers from one test to the next, so you will likely need to keep a record of their numbers.

**Purpose of *FutureProfits* Evaluation**

The purpose of evaluation is two-fold. The first and most basic reason is to measure your students' progress and to obtain feedback on the effectiveness of your use of the curriculum. The second reason is for funding purposes. Funders frequently require data about the effectiveness of the programs and interventions that they support. By implementing these evaluation procedures, you will have data available to demonstrate to funders the impact that participation in *FutureProfits* has on your target population.

If you do administer the provided pre-/post-tests, please consider providing Northern California Urban Development (NCUD) with your results. As we consider revisions and additions to the curriculum in the future, it will be extremely helpful to have available data from a variety of locations and from different instructors. A link to a quick and easy-to-use survey can be found at [www.futureprofitsresources.org](http://www.futureprofitsresources.org) that will allow you to submit your data and / or feedback.