

# inspirED

## Youth Leadership Lab Information for Schools

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# Who To Contact



**Jessica Hoffmann, Ph.D.**

**Principal Investigator**

[inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)

Jessica directs all aspects of the project including implementation of the intervention, data collection and analysis, and dissemination.

Contact Jessica about surveys, reports, and privacy/confidentiality.



**Julie McGarry**

**Project Manager**

[inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)

Julie supports all aspects of inspirED implementation, including facilitating inspirED online training, providing the inspirED coaching to all participating schools, and maintaining communications to ensure the highest possible fidelity of implementation at each site.

Contact Julie about forms, materials, training, and coaching.



**Mary Yoder Holsopple**

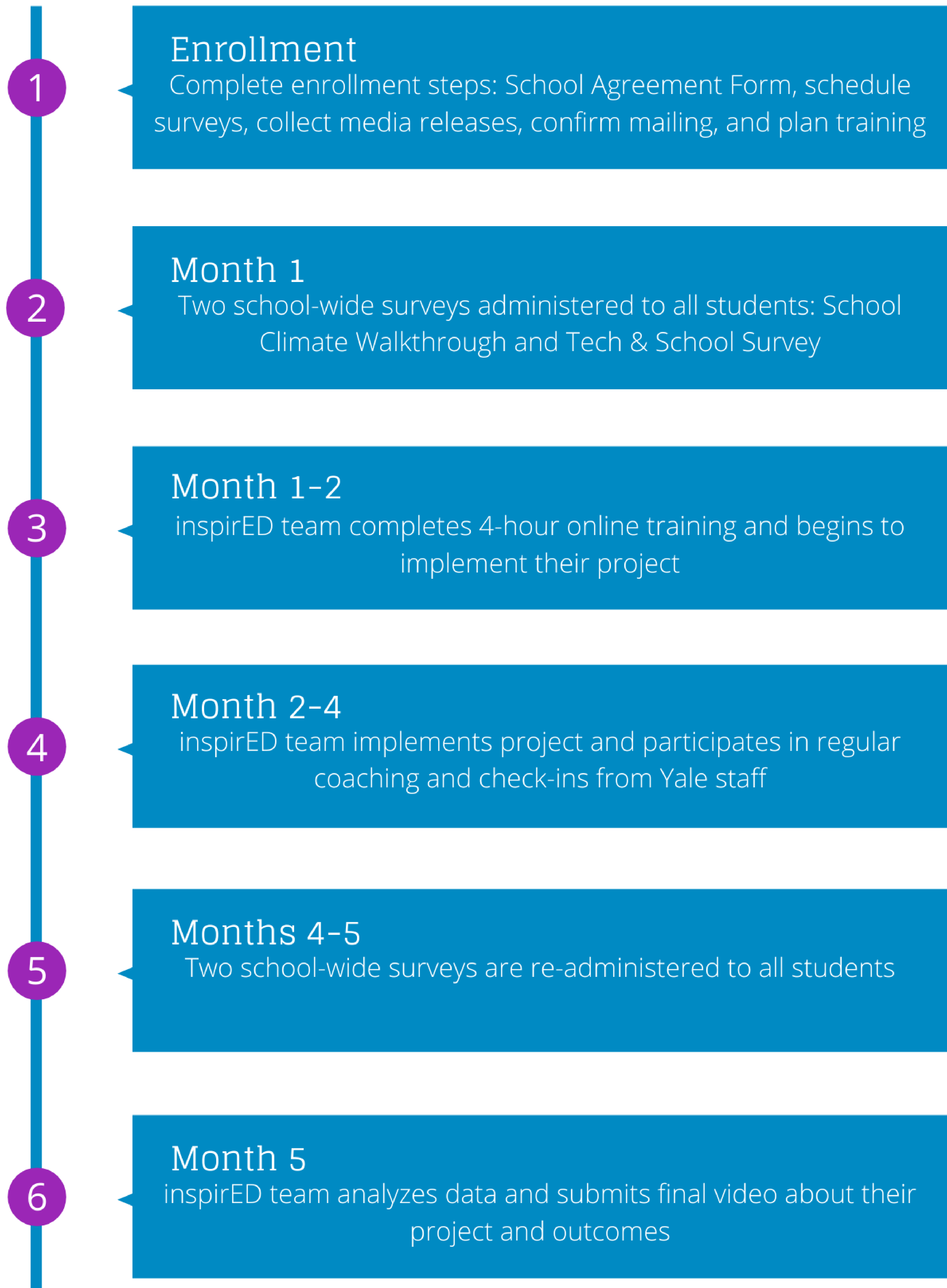
**IBPA Program Manager**

[news@ibpaworld.org](mailto:news@ibpaworld.org)

Mary supports this project with recruitment and enrollment.

Contact Mary with enrollment questions.

# inspirED Study Timeline



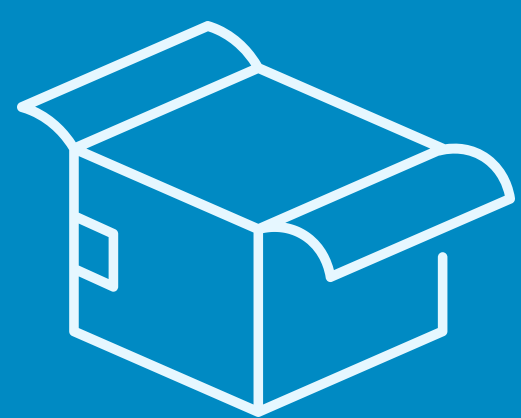
Contact: [inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)

# 1

# Enrollment

Once the following are done, your school's spot in the study is reserved and you are enrolled.

- Review all materials in the enrollment packet
- Complete and send **School Agreement Form** to Mary
- Schedule school-wide surveys with Julie
  - School Climate Walkthrough: two sections, each 15-20 minutes
  - Tech & School survey: 15-20 minutes
  - Distribute **Parent Opt-out Forms**
- Collect **Media Releases** for 4-8 inspirED team students and 1-2 adults who will be working with them and send all media releases to Julie
- Confirm your mailing address with Julie - this is where she will ship your box of supplies
- Plan a timeline for inspirED team to complete the training as well as regular meeting times for the inspirED team (we recommend weekly)



## Receive Your Swag Box

Once you have completed the enrollment steps, we will send you a swag box with materials for the online training.

For questions on this step, contact:

Julie McGarry | [inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)

Mary Yoder Holsopple | [news@ibpaworld.org](mailto:news@ibpaworld.org)

# 2

# Surveys: Time 1

Surveys are anonymous and students can skip any question.

- Administer school-wide surveys on scheduled days
- Contact Jessica with issues or for troubleshooting
- Receive data reports (5 business days after surveys are completed)



## Data Report and Coaching

We will send you your school's data reports 5 business days after you finish the second survey. You are also eligible for data coaching; contact Jenny ([inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)) to schedule.

For questions about the surveys, contact:  
Jessica Hoffmann | [inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)

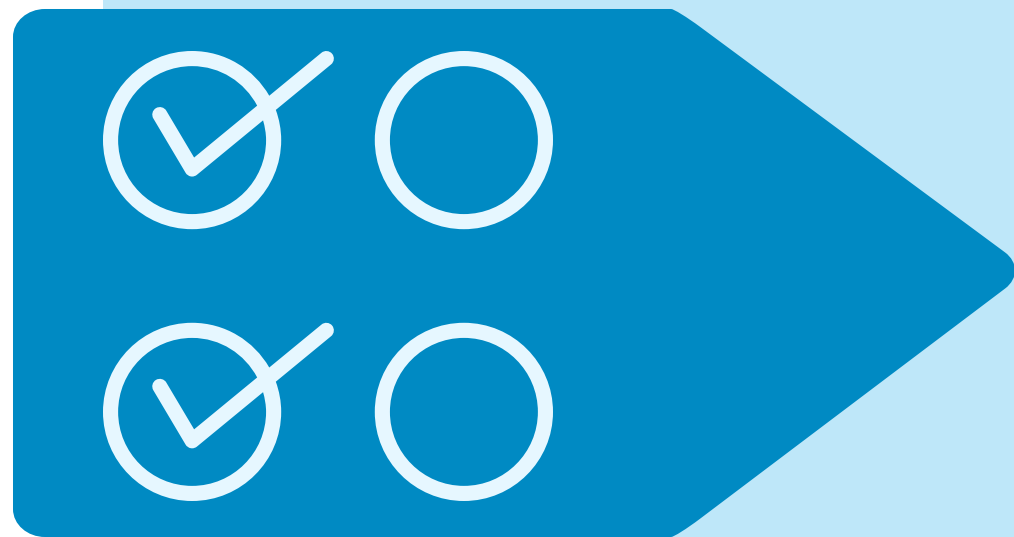
To schedule data coaching, contact:  
Jenny Seibyl | [inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)

# 3

# Training

This 4-hour, online, asynchronous training will equip your inspirED team to complete a school improvement project this semester.

- Receive box of supplies and set aside/distribute to students for inspirED training
- Complete online inspirED training through “Next Steps” section
- Ensure that inspirED team students complete embedded surveys throughout the training



## inspirED Team Coaching

After completing the first part of the training, your team receives monthly check-ins and coaching with Julie. You can schedule your coaching directly from the training portal.

For questions on this step, contact:

Julie McGarry | [inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)

# 4

## Team Project

Once your team finishes the training, they will shift to working on their project with support from the inspirED staff at the Yale Center for Emotional Intelligence

- Finalize regular time for inspirED team to meet (we recommend weekly)
- Log meetings in the training portal in your "Team Workspace"
- Receive \$350 Amazon e-gift card that you can use for your project if desired
- Schedule coaching sessions with Julie and check in monthly
- Reach out to Julie for support at any time



### Don't Forget about Coaching!

While you work on your project, your team receives monthly check-ins and coaching with Julie. You can schedule your coaching directly from the training portal.

For questions on this step, contact:

Julie McGarry | [inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)

# 5

## Surveys: Time 2

Surveys are anonymous and students can skip any question.

- Administer school-wide surveys on scheduled days
- Contact Jessica with issues or for troubleshooting
- Receive data reports (5 business days after surveys are completed)



### Second Swag Box

When you've finished your second round of surveys, we will contact you to arrange for your second swag box!

For questions on this step, contact:

Jessica Hoffmann | [inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)



# 6

## Wrap Up

The inspirED team reflects and shares out their work.

- Log back into the inspirED training portal and complete the “Debrief” section
- Upload final video featuring your school story



### School Story

Your final video will tell the story of your project and impact and will benefit future inspirED teams for years to come!

For questions on this step, contact:

Julie McGarry | [inspiredstudy@yale.edu](mailto:inspiredstudy@yale.edu)

# FAQs

## Surveys

### Can we do both surveys on the same day?

- In most cases, we recommend against administering the School Climate Walkthrough and the Tech & School survey on the same day because it can be overwhelming to students and lead to survey fatigue (rushing, randomly selecting answers, etc.).

### Why does the Walkthrough have two sections? Does the timing matter?

- The Walkthrough has two sections to provide an overall assessment of school climate (morning section) and give a snapshot of students' observations that day (afternoon section). The morning section can be given at any time of day, but the afternoon section should be at or close to the end of the school day. The app does not allow the sections to be switched, so students must complete the first section before the second section will appear.

### Can we see the surveys ahead of time?

- Yes! Please review the surveys and all items before agreeing to participate in the study and signing a **School Agreement Form**. Please do not administer surveys without looking them over. If there are any items that conflict with your school, district, or state policy, contact Julie or Jessica.

### What's the difference between the whole-school surveys and the surveys that just the inspirED team takes?

- The school-wide surveys (School Climate Walkthrough and Tech & School Survey) measure constructs like school climate, attitudes about and use of technology, and how students feel at school. These reports are shared with the school and the inspirED team as a part of their process for doing a project about school climate.
- The inspirED team surveys measure constructs like growth mindset, sense of empowerment and purpose, self-awareness, and prosocial behavior. These surveys help the research team determine if participation in a program like inspirED increases these qualities in young people. These reports can be made available to a school upon request.

### Can we change the demographic questions?

- Demographic items cannot be changed but they can be removed if they conflict with your school, district, or state policy.

### Are students' responses anonymous? Can they skip questions? What if they feel uncomfortable?

- Students' responses are anonymous and cannot be traced back to the individual student. All questions can be skipped. If a student feels uncomfortable with any survey item, they should elect to skip that item. Items can also be skipped if the student feels the item does not apply to them.

# FAQs

## Surveys

### **What is the Parent Opt-out Form for?**

- Parents and guardians should be given the opportunity to opt out their child from survey participation. Because all responses are anonymous, opting out is a process that is managed completely by the school because the research team has no way of knowing if a certain student participated nor the ability to delete their data. Please do not email or send opt-out forms to the Yale team. If your school or district has a different policy around opting in or out of surveys, please follow that.

### **What if students do not understand a question on a survey?**

- We encourage educators to help students with any items or questions they do not understand. The surveys measure opinion and are not meant to be tests of students' vocabulary, language, or comprehension.

### **We have schedule modifications (cohorts, hybrid schedule, short days, etc.) due to COVID-19.**

#### **What does that mean for our surveys?**

- We have administered surveys in many different situations at schools. Please reach out to Julie with a description of your school's situation and she will support you in developing a plan.

# FAQs

## Training

### Why do we need Media Releases?

- There are places in the training where students will be asked to upload videos and or audio of their ideas and reflections. Media releases ensure that we have parent/guardian permission to record.

### What's in the box?

- We will mail you a box with supplies for the training. Each student will receive an inspirED Playbook, which is the complete set of resources for implementing inspirED. Some pages in the Playbook have been turned into digital activities on the training, and some will be completed in the Playbook. The training will direct your team what to do. Students (and mentors!) will also receive notebooks, pens, and stickers.

### Do we need two adults?

- We can accommodate one or two adults on each team, whichever works for your school. If there are two adults at your school, one should be the primary account holder for the online training and the other should be the backup who will use their account if the primary is sick or absent. The bulk of the work will only be viewable from the primary's account, so it's best to keep consistent to one account.

### What's the online training like? How does it work?

- The training is approximately four hours long and is completed asynchronously online. The adult(s) from your school will be enrolled in the training and will project or screenshare the training for students, and act as a scribe by recording all the students' work into the portal. The training content supports students in developing and beginning to plan a project. From there, they will work on and execute their project throughout the semester, with coaching and support from us. Towards the end of the semester, we will re-survey the entire school (same surveys that students already took with a few questions added about the impact of the inspirED team's project) and the inspirED team will return to the training portal (approximately 2.5 hours) to reflect on this and submit a video talking about their work.

### Can we preview the training ahead of time?

- Yes. Contact Julie to arrange this.

### By when do we need to finish the training?

- The first part of the training needs to be completed in time for the inspirED team to plan and complete their project. They continue to add updates and log their meetings in the training during this time. Later in the semester, the school is re-surveyed. Then, the inspirED team will reflect on these new data and upload a video with their final reflections. The timeline for all this to happen is before the end of school year 2021-2022.