


Site Preparation Checklist

Use this checklist to help you prepare to have your students collect data outside the classroom.

	Task	Notes
	Identify a contact person at the site.	
	Visit the site to determine usefulness, and identify possible challenges and benefits.	
	Create a Project Overview to inform the site personnel about relevant aspects of the project.	
	Create a Site Expectations document showing: <ul style="list-style-type: none">• How many students will visit• What students will be doing• How long students will stay and how often will they visit• What kind of help students might need• When the project will start and finish	
	Arrange equitable use of equipment, if necessary.	
	Set up appropriate times for students to collect data at the site, and communicate times to site personnel or contact person.	
	Instruct students in appropriate interpersonal behavior, such as: <ul style="list-style-type: none">• Introducing themselves to people at the site and explaining the project• Dealing with difficult individuals who may object to their being there, behave inappropriately, or interfere in their work• Answering questions about the project• Leaving the site with "thank-yous"	
	Provide instruction in any necessary data collection skills, such as: <ul style="list-style-type: none">• Interviewing• Observing• Measuring• Using equipment	