APPENDIX A

CORRESPONDENCE
Letter to Superintendents

1014 Chesley Street
Radford, VA 24141
April 8, 1997

Dear [Title] [LastName]:

As a doctoral student at Virginia Tech, I am researching school-to-work transition of high school students. The purpose of the study is to gather documented accounts of experiences students enrolled in cooperative education have had as perceived by the students, their teacher-coordinators, and their workplace supervisors. Cooperative education programs help businesses and industries in meeting their human resource and training needs. Further, they help students successfully transition from school to work.

I am requesting written permission to contact teacher-coordinators of cooperative education in your school system to ask them to participate in this research study. Additionally, I need you to provide me with the names, school sites, and telephone numbers of teacher-coordinators, either business or marketing, that I might contact to participate. The data needed will be collected through separate interviews—one interview with a teacher-coordinator of cooperative education, one interview with a student enrolled in cooperative education, and one interview with the student’s workplace supervisor—for a total of three interviews at each school site. Interviews will last approximately 45 minutes and will be taped on audio cassettes for later data analysis. The study will include ten school sites in southwest Virginia.

Teacher-coordinators of cooperative education, their students, and the students’ workplace supervisors will be asked to discuss both school-based and work-based cooperative education experiences that students have had that have helped them transition to the workplace. All information will be kept confidential and will be used exclusively for this study. The identity of participants will not be revealed in any written or oral presentation or report.

My goal is to use the outcomes of this study to enhance cooperative education programs. A copy of the proposal for my study is enclosed that includes the purpose, statement of the problem, methodology and procedures that will be used to conduct the study. As outlined by the Internal Review Board at Virginia Tech, I need written permission from each county and city school board office participating in the study before I can contact the teacher-coordinators asking them to participate in my study. A copy of the results will be provided at your request.

I will call you in a few days to confirm participation. If you have questions, you may call me at (540) 639-6535 or e-mail me at mamoore2@vt.edu. Thank you for your help.

Sincerely,

Margaret Moore
Enclosure
April 8, 1997

[Title]. [FirstName] [LastName]
[JobTitle]
[Company]
[Address1]
[City], [State]

Dear [Title]. [FirstName] [LastName]:

As a doctoral student at Virginia Tech, I am researching school-to-work transition of high school students. The purpose of the study is to gather documented accounts of experiences students enrolled in cooperative education have had as perceived by the students, their teacher-coordinators, and their workplace supervisors. Cooperative education programs are needed in our changing technological society because business and industry look to schools for assistance in meeting their human resource and training needs.

I am asking you to participate in the study and to coordinate separate interviews with you, the teacher-coordinator, a student enrolled in cooperative education, and the student’s workplace supervisor. The data needed will be collected through three separate interviews, for a total of three interviews at each school site participating in the study. Interviews will last approximately 45 minutes and will be taped on audio cassettes for later data analysis.

Teacher-coordinators of cooperative education, their students, and the students’ workplace supervisors will be asked to discuss both school-based and work-based cooperative education experiences that students have had that have helped them transition to the workplace. All information will be kept confidential and will be used exclusively for this study. The identity of participants will not be revealed in any written or oral presentation or report.

My goal is to use the outcomes of this study to enhance cooperative education programs. A copy of the results will be provided at your request. Your assistance is greatly appreciated. I will call you in a few days to confirm your participation. If you have questions, you may call me at (540) 639-6535 or e-mail me at mamoore2@vt.edu. Thank you.

Sincerely,

Margaret Moore

Enclosure
April 8, 1997

Dear «Title». «FirstName» «LastName»:

As a doctoral student at Virginia Tech, I am researching school-to-work transition of high school students. The purpose of the study is to gather documented accounts of experiences students enrolled in cooperative education have had as perceived by the students, their teacher-coordinators, and their workplace supervisors. Cooperative education programs are needed in our changing technological society because business and industry look to schools for assistance in meeting their human resource and training needs.

As a student enrolled in cooperative education, I am asking your participation in the study to discuss your cooperative education experiences. I will conduct additional interviews with your teacher-coordinator and your workplace supervisor. The data needed will be collected through three separate interviews, for a total of three interviews at each school site participating in the study. Interviews will last approximately 45 minutes and will be taped on audio cassettes for later data analysis.

Participants will be asked to discuss both school-based and work-based cooperative education experiences that students have had that have helped them transition to the workplace. All information will be kept confidential and will be used exclusively for this study. The identity of participants will not be revealed in any written or oral presentation or report.

My goal is to use the outcomes of this study to enhance cooperative education programs. A copy of the results will be provided at your request. Your assistance is greatly appreciated. I will call you in a few days to confirm your participation. If you have questions, you may call me at (540) 639-6535 or e-mail me at mamoore2@vt.edu. Thank you.

Sincerely,

Margaret Moore

Enclosure
Parent/Guardian Permission Form

I have read the accompanying letter describing the nature of the research study being conducted. My child, ________________________, has my permission to participate in the research study of the impact of school-based learning on work-based performance.

_______________________________________________
Signature

_______________________________________________
Date