

Appendix A
Questionnaire for Participants

An Assessment of the Virginia Cooperative Extension's
New Extension Agent Training Program

Thank you in advance for participating in this survey.

There are three parts to this survey which should take you about 20 minutes to complete the survey in its entirety.

This is part I of the survey.

Please rate the IMPORTANCE of each of the following competencies addressed in the New Extension Agent Training (NEAT) program on a scale of 1-6 where:

1= not important;
6= very important.

How important is it for new Extension agents to understand the functions of surrounding agencies and their relationship with the Extension Service?

1 2 3 4 5 6

How important is it for new Extension agents to master the basic principles of communication?

1 2 3 4 5 6

How important is it for new Extension agents to effectively engage volunteers in the programming process?

1 2 3 4 5 6

How important is it for new Extension agents to understand that different people learn information in different ways?

1 2 3 4 5 6

How important is it for new Extension agents to master applying research results that benefit clientele?

1 2 3 4 5 6

How important is it for new Extension agents to understand the importance of situation analysis in the programming process?

1 2 3 4 5 6

How important is it for new Extension agents to master basic psychological motivations for people, such as the need for recognition and the need for acceptance?

1 2 3 4 5 6

How important is it for new Extension agents to master utilizing video, audio, computer-based, and written materials informing people about extension activities and programs?

1 2 3 4 5 6

How important is it for new Extension agents to master the procedures for evaluating a program?

1 2 3 4 5 6

How important is it for new Extension agents to master the role of an Extension agent in program planning committees?

1 2 3 4 5 6

How important is it for new Extension agents to effectively approach Extension work in a manner that considers the values, cultures and feelings of clientele?

1 2 3 4 5 6

How important is it for new Extension agents to effectively represent VCE at local, state, and national events?

1 2 3 4 5 6

How important is it for new Extension agents to master their role in calculating likely outcomes from known facts?

1 2 3 4 5 6

How important is it for new Extension agents to understand various factors affecting personality?

1 2 3 4 5 6

How important is it for new Extension agents to involve community citizens, including volunteers, in program development?

1 2 3 4 5 6

How important is it for new Extension agents to connect the need for and the practical uses of subject-matter information to clientele?

1 2 3 4 5 6

How important is it for new Extension agents to utilize program specialists in program development?

1 2 3 4 5 6

How important is it for new Extension agents to apply techniques for facilitating effective thinking within Extension groups?

1 2 3 4 5 6

How important is it for new Extension agents to understand and utilize local Extension Leadership Councils?

1 2 3 4 5 6

How important is it for new Extension agents to determine and implement goals for a long term Extension program?

1 2 3 4 5 6

This completes Part I of the survey. Please continue to Part II of the survey in which you will be asked about the EFFECTIVENESS of the NEAT program.

This is part II of "An Assessment of the Virginia Cooperative Extension's New Extension Agent Training Program."

Please rate the EFFECTIVENESS of the New Extension Agent Training (NEAT) program in addressing each of the following the competencies on a scale of 1-6 where

1= not effective;
6= very effective.

For New Extension Agents ONLY: Mark NA if you possessed the corresponding competency before entering the New Extension Agent Training (NEAT) program.

How effective was the NEAT program in providing new Extension agents with the tools to understand the functions of surrounding agencies and their relationship with the Extension Service?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to understand the basic principles of communication?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to effectively engage volunteers in the programming process?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to understand that different people learn information in different ways?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to apply research results to the benefit clientele?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to understand the importance of situation analysis in the programming process?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to understand the basic psychological motivations for people, such as the need for recognition and the need for acceptance?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to utilize video, audio, computer-based, and written materials informing people about Extension activities and programs?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to understand the procedures for evaluating a program?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to understand the role of an Extension agent in program planning committees?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to effectively approach Extension work in a manner that considers the values, cultures and feelings of clientele?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to effectively represent VCE at local, state, and national events?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to understand the role of the Extension employee in calculating likely outcomes from known facts?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to understand factors affecting personality?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to involve community citizen's including volunteers in program development?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to connect the need for and the practical uses of subject-matter information to clientele?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to utilize program specialist in program development?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to apply techniques for facilitating effective thinking within Extension groups?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to understand and utilize the functions of local Extension Leadership Councils?

1 2 3 4 5 6 NA

How effective was the NEAT program in providing new Extension agents with the tools to determine and implement goals for a long term Extension program?

1 2 3 4 5 6 NA

This completes Part II of the survey. Please continue to Part III (the final section) of the survey in which you will be asked to provide demographic information.

This is Part III (the final section) of "An Assessment of the Virginia Cooperative Extension's New Extension Agent Training Program."

This is the DEMOGRAPHIC portion of the study. Please answer each question thoroughly.

What is your current position in VCE?

- Extension Agent
- Administrator
- Retired Extension agent
- Retired administrator

How where you involved in the NEAT program?

- New agent participant
- Training agent
- Administrator

What is your highest completed level of education?

- Bachelor's degree
- Bachelor's degree plus work towards a master's degree
- Master's degree
- Master's degree plus work toward a doctoral degree
- Doctoral Degree

How many years have you been in your current position?

How many years have you worked in VCE?

How many years were you employed with an Extension Service other than VCE?

What is your age range?

- 20-29
- 30-39

- 40-49
- 50-59
- 60-69
- 70-79

What is your gender?

- Female
- Male

What is your speciality area?

- ANR
- FCS
- 4-H
- NA (for district directors ONLY)

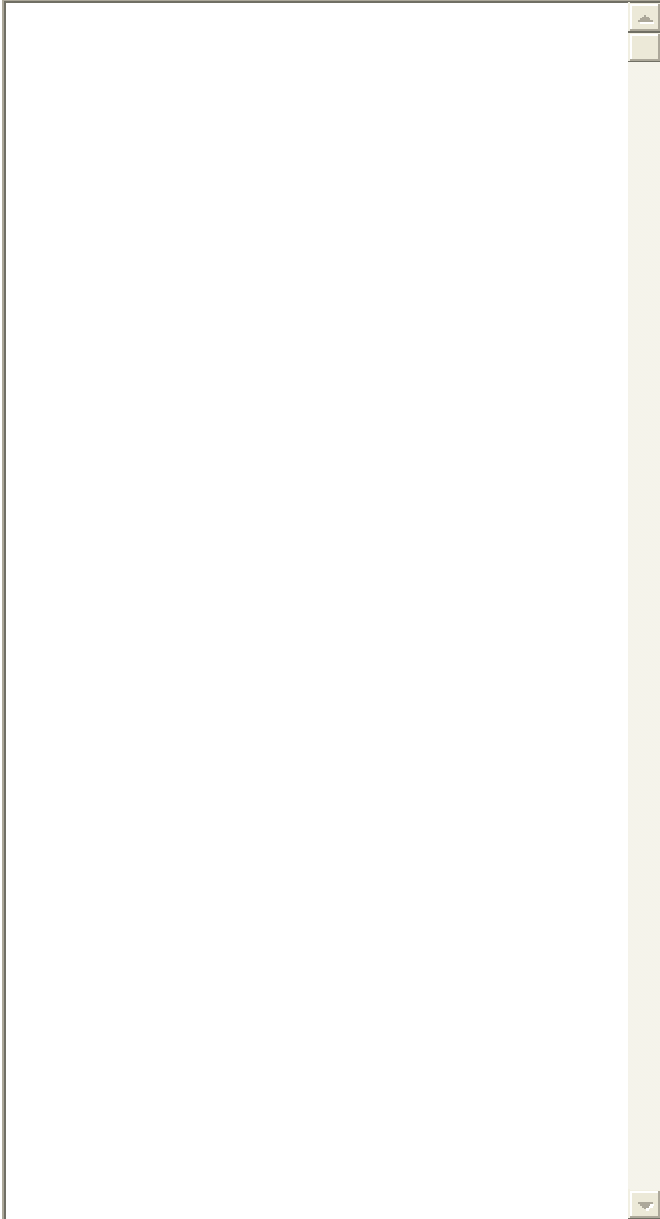
Who was your training agent? If you did not have a training agent please enter NA as your response.

Where was your training county? If you did not have a training county, please enter NA as your response.

Who is your current district director? If you are a district director, please enter NA as your response.

Please provide information/comments on your experience with the NEAT program

that you think will be helpful to designing in-service programs.

A large, empty rectangular box with a thin black border. On the right side of the box, there is a vertical scrollbar with a light beige background and a small grey slider. The box is currently empty, suggesting it is a text input area for the user's response.

Appendix B

Permission to conduct study from the Institutional Review Board


Institutional Review Board

Dr. David M. Moore
IRB (Human Subjects) Chair
Assistant Vice Provost for Research Compliance
CVM Phase II - Duckpond Dr., Blacksburg, VA 24061-0442
Office: 540/231-4991; FAX: 540/231-6033
e-mail: moored@vt.edu

May 19, 2003

MEMORANDUM

TO: Jerry Gibson Coop 0452
Almeshia Brown Coop 0452

FROM: David M. Moore 

SUBJECT: IRB EXEMPTION APPROVAL – “An Assessment of Virginia
Cooperative Extensions’s New Extension Agent Training Program” – IRB
03-272

I have reviewed your request to the IRB for exemption for the above referenced project. I concur that the research falls within the exempt status. Approval is granted effective as of May 19, 2003.

cc: file

Appendix C

Letter from Dr. Steven Umberger,
Director of Virginia Cooperative Extension



Virginia Cooperative Extension
Knowledge for the Commonwealth



Office of the Director
Virginia Polytechnic Institute and State University
101 Hutcheson Hall, mail code 0402
Blacksburg, VA 24061
540-231-5299 FAX 540-231-4370
steve.umberger@vt.edu

April 24, 2003

Dear Colleague:

There is a website that contains a survey assessing the New Extension Agent Training (NEAT) program conducted by Virginia Cooperative Extension (VCE). This survey will provide information to be used in a research project about the NEAT program. Ms. Almeshia Brown, a Ph.D. candidate in Career and Technical Education at Virginia Tech, is conducting this research.

Ms. Brown has done several projects with the Agricultural and Extension Education Department over the past two years. Because her research will be of benefit to VCE staff development efforts, I am asking that each new agent, training agent, and administrator complete and return the survey as soon as possible.

Ms. Brown's research is designed to determine which areas of the NEAT program that you believe are the greatest benefits to new agents and which areas you believe may need improving. The questionnaire will be centered on the eight common areas of competency as defined by the National Extension Committee on Policy (ECOP) as they relate to successful Extension education.

The questionnaire is self-explanatory. Since validity is essential in the research, please answer every question as thoroughly as possible. Also, we ask that you please write your name on your form so that we will know who has completed the questionnaire. Let me assure you that as soon as we receive your form, the information you provided will be coded for computer analysis. We will then remove your name to protect your anonymity.

Thank you for your cooperation and input into their important research project. Your responses will provide critical information that will facilitate VCE's efforts to effectively meet the training needs of our new agents.

Sincerely,



Steven H. Umberger
Director, Virginia Cooperative Extension
Associate Dean, College of Agriculture and Life Sciences

www.ext.vt.edu

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, religion, sex, age, veteran status, national origin, disability, or political affiliation. An equal opportunity/affirmative action employer.

490-045

Appendix D

First Email to participants

Dear VCE agents, training agents and administrators,

My name is Almeshia Brown and I am a Ph.D. candidate at VA Tech. I am doing a survey assessment of the New Extension Agent Training (NEAT) program. There is a website <https://survey.vt.edu/survey/entry.jsp?id=1054406632660> with a password of BROWN that you can go to and answer a few questions about your experiences with the NEAT program.

The total time it should take you to complete the survey is about 15-20 minutes. It is very important that you answer each question thoroughly. The results of this survey will facilitate VCE's efforts to effectively meet the training needs new agents in VCE.

Attached is a letter from the Director of VCE, Dr. Steve Umberger about this survey. We ask that you complete the survey by June 23, 2003. Your responses are completely anonymous so that you will feel comfortable about providing honest feedback about the NEAT program.

Please feel free to contact me at albrown3@vt.edu if you have any questions, comments or concerns. Thanks in advance for your cooperation.

Almeshia

Almeshia Brown
Ph.D. Candidate
Career & Technical Education
Agricultural & Extension Education
Virginia Tech
Blacksburg, VA 24061-0452

Appendix E

Reminder Email to participants

Dear VCE agents, training agents, and administrators

Last week a letter was emailed to you concerning your assessment of Virginia Cooperative Extension (VCE) New Extension Agent Training (NEAT) program. In the email the URL address and password for the on line assessment as well as an attachment from the current Director of Extension Dr. Steven Umberger explaining the details of the study.

If you have already completed the on line survey, I would like to extend my appreciation. If not, please do so no later than June 26, 2003. Your participation in the study will be extremely useful in helping VCE evaluate its current training practice for newly employed Extension agents.

If you misplaced the information contained in the initial email, the URL is <https://survey.vt.edu/survey/entry.jsp?id=1054406632660> with a password of BROWN. Your responses are completely anonymous so that you will feel comfortable about providing honest feedback about the NEAT program. If you have any further questions, please feel free to contact me at albrown3@vt.edu.

Thanks,

Almeshia

Almeshia Brown
Ph.D. candidate
Career and Technical Education
Agricultural and Extension Education
Virginia Tech
Blacksburg, VA

Appendix F

Final reminder Email to participants

Dear Colleagues,

This will be my final request for your assistance with this study (I promise). I certainly want you to know how much I appreciate your time and effort thus far. If you have already completed the survey please just ignore this message. If you have not, I really need your help to increase our response rate. We are pushing around 55% and need in the 60% range to make this a valid study.

There is a website that contains a survey assessing the New Extension Agent Training (NEAT) program conducted by Virginia Cooperative Extension (VCE). This survey will provide information to be used in a research project conducted by Ms. Almeshia Brown, a Ph.D. candidate in Career and Technical Education at Virginia Tech, is conducting the research.

Ms. Brown has done several projects with the Agricultural and Extension Education Department over the past two years. Because her research will be of benefit to VCE staff development efforts, I am asking you to help us with your input. The link to the survey is <https://survey.vt.edu/survey/entry.jsp?id=1054406632660>. This is not a “hot” link. The password to access the survey is BROWN. Please note in the third section under comments any of the following:

1. Any problems completing the survey;
2. Any questions that were confusing;
3. The amount of time it took you to complete the survey;
4. Any technical problems/glitches completing the survey.

Ms. Brown’s research is designed to determine which areas of the NEAT program that you believe are the greatest benefits to new agents and which areas you believe may need improving. The questionnaire will be centered on competency based Extension Education as defined by the National Committee on Policy (ECOP). The questionnaire is self-explanatory. Since validity is essential in the research, please answer every question as thoroughly as possible.

Thank you for your cooperation and input into this important research project. Your responses will provide critical information that will facilitate VCE’s efforts to effectively meet the training needs of our new agents.

Sincerely,

Jerry
Dr. Jerry D. Gibson
Associate Professor and Graduate Coordinator
Extension Specialist, Program and Staff Development
Department of Agricultural and Extension Education

Appendix G

Results of Importance Ratings by Goals

Importance of Goals Within the Eight Competencies

Competency	Goal	Rating	% of responses	Mean
Communication	To master the basic principles of communication	6	85	5.83
		5	13	
		4	1	
		3	0	
		2	0	
		1	0	
		no answer	0	
	To connect the need for and the practical uses of subject-matter information to clientele	6	55	5.25
		5	30	
		4	11	
		3	0	
		2	0	
		1	2	
		no answer	2	
Educational Processes	To understand that different people learn in different ways	6	55	5.25
		5	26	
		4	15	
		3	4	
		2	0	
		1	0	
		no answer	0	
	To utilize video, audio, computer-based, and written materials	6	51	5.32
		5	32	
		4	9	
		3	9	
		2	0	
		1	0	
		no answer	0	
Effective Thinking	To apply techniques for facilitating effective thinking within Extension groups	6	9	4.38
		5	47	
		4	26	
		3	13	
		2	6	
		1	0	
		no answer	0	

Note: Rating scale ranged from 6= very important to 1=not important

Importance of Goals Within the Eight Competencies (continued)

Competency	Goal	Rating	% of responses	Mean
	To determine and implement goals for a long term Extension program	6 5 4 3 2 1 no answer	34 43 19 2 0 0 2	5.00
Extension Organization and Administration	To understand the functions of surrounding agencies and their relationship with the Extension Service	6 5 4 3 2 1 no answer	53 38 6 2 0 0 0	5.43
	To effectively represent VCE at local, state, and national events	6 5 4 3 2 1 no answer	34 26 23 13 4 0 0	4.72
Human Development	To master basic psychological motivations for people, such as the need for recognition and the need for acceptance	6 5 4 3 2 1 no answer	19 38 21 17 2 0 2	4.47
	To understand various factors affecting personality	6 5 4 3 2 1 no answer	13 28 34 23 2 0 0	4.26

Note: Rating scale ranged from 6= very important to 1=not important

Importance of Goals Within the Eight Competencies (continued)

Competency	Goal	Rating	% of responses	Mean
Program Planning	To understand the importance of situation analysis in the programming process	6	30	4.79
		5	36	
		4	26	
		3	4	
		2	2	
		1	0	
		no answer	2	
	To master the role of an Extension agent in program planning committees	6	11	4.43
		5	45	
		4	30	
		3	11	
		2	2	
		1	0	
		no answer	2	
	To involve community citizens, including volunteers, in program development	6	36	5.09
		5	43	
		4	15	
		3	6	
		2	0	
		1	0	
		no answer	0	
	To utilize program specialists in program development	6	28	4.68
		5	35	
		4	28	
		3	6	
		2	6	
		1	0	
		no answer	0	
	To understand and utilize local Extension Leadership Councils	6	38	4.94
		5	30	
		4	21	
		3	9	
		2	2	
		1	0	
		no answer	0	

Note: Rating scale ranged from 6= very important to 1=not important

Importance of Goals Within the Eight Competencies (continued)

Competency	Goal	Rating	% of responses	Mean		
Research	To master applying research results that benefit clientele	6	38	5.09		
		5	40			
		4	15			
		3	4			
		2	2			
		1	0			
		no answer	0			
		To master the procedures for evaluating a program	6		49	5.13
			5		14	
			4		7	
3	1					
2	1					
1	0					
no answer	1					
To master their role in calculating likely outcomes from known facts	6	17	4.66			
	5	47				
	4	23				
	3	11				
	2	2				
	1	0				
	no answer	0				
Social Systems	To effectively engage volunteers in the programming process	6	36	5.06		
		5	43			
		4	13			
		3	9			
		2	0			
		1	0			
		no answer	0			
		To approach Extension work in a manner that considers the values, cultures and feelings of clientele	6		49	5.23
			5		38	
			4		6	
3	4					
2	0					
1	0					
no answer	2					

Note: Rating scale ranged from 6= very important to 1=not important

Appendix H

Effectiveness of NEAT Program Ratings by Goals

Effectiveness of NEAT Program Ratings by Goals under the Eight Competencies

Competency	Goal	Rating	% of responses	Mean			
Communication	To understand the basic principles of communication	NA	11	4.21			
		6	6				
		5	32				
		4	21				
		3	17				
		2	2				
		1	0				
		no answer	11				
			To connect the need for and the practical uses of subject-matter information to clientele		NA	6	4.09
					6	6	
5	28						
4	36						
3	11						
2	0						
1	2						
no answer	11						
Educational Processes	To understand that different people learn information in different ways			NA	6	4.11	
				6	13		
		5	28				
		4	21				
		3	17				
		2	2				
		1	2				
		no answer	11				
			To utilize video, audio, computer-based, and written materials informing people about Extension activities and programs	NA	9		3.83
				6	4		
5	26						
4	28						
3	13						
2	2						
1	6						
no answer	13						

Note: Rating scale ranged from 6= very important to 1=not important.

*Effectiveness of NEAT Program Ratings by Goals under the Eight Competencies
(continued)*

Competency	Goal	Rating	% of responses	Mean
Effective Thinking	To apply techniques for facilitating effective thinking within Extension groups	NA	2	3.35
		6	2	
		5	19	
		4	32	
		3	13	
		2	17	
		1	4	
	no answer	11		
	To determine and implement goals for a long term Extension program	NA	4	4.00
		6	6	
		5	26	
		4	36	
		3	17	
		2	0	
		1	0	
	no answer	11		
Extension Organization and Administration	To understand the functions of surrounding agencies and their relationship with the Extension Service	NA	4	3.79
		6	9	
		5	26	
		4	32	
		3	9	
		2	11	
		1	2	
	no answer	9		
	To effectively represent VCE at local, state, and national events	NA	11	3.83
		6	2	
		5	23	
		4	23	
		3	21	
		2	4	
		1	4	
	no answer	11		

Note: Rating scale ranged from 6= very important to 1=not important.

*Effectiveness of NEAT Program Ratings by Goals under the Eight Competencies
(continued)*

Competency	Goal	Rating	% of responses	Mean			
Human Development	To understand the basic psychological motivations for people, such as the need for recognition and the need for acceptance	NA	6	3.33			
		6	2				
		5	15				
		4	28				
		3	21				
		2	6				
		1	6				
		no answer	15				
		Human Development	To understand factors affecting personality		NA	4	3.41
					6	2	
5	21						
4	19						
3	26						
2	15						
1	2						
no answer	11						
Program Planning	To understand the importance of situation analysis in the programming process	NA	2	3.74			
		6	6				
		5	32				
		4	26				
		3	11				
		2	9				
		1	2				
		no answer	13				
		Program Planning	To understand the role of an Extension agent in program planning committees		NA	2	3.65
					6	6	
5	17						
4	40						
3	15						
2	6						
1	2						
no answer	11						

Note: Rating scale ranged from 6= very important to 1=not important.

*Effectiveness of NEAT Program Ratings by Goals under the Eight Competencies
(continued)*

Competency	Goal	Rating	% of responses	Mean
	To involve community citizens, including volunteers, in program development	NA 6 5 4 3 2 1 no answer	6 9 30 21 15 6 0 13	3.96
	To utilize program specialist in program development	NA 6 5 4 3 2 1 no answer	2 11 23 28 9 15 2 11	3.72
	To understand and utilize the functions of local Extension Leadership Councils	NA 6 5 4 3 2 1 no answer	4 11 26 26 15 9 0 11	3.93
Research	To apply research results to the benefit clientele	NA 6 5 4 3 2 1 no answer	9 9 17 28 9 6 11 13	3.63

*Effectiveness of NEAT Program Ratings by Goals under the Eight Competencies
(continued)*

Competency	Goal	Rating	% of responses	Mean
	To understand the procedures for evaluating a program	NA	4	3.80
		6	9	
		5	21	
		4	38	
		3	9	
		2	2	
		1	2	
		no answer	15	
	To understand the role of the Extension employee in calculating likely outcomes from known facts	NA	6	3.59
		6	4	
		5	15	
		4	30	
		3	21	
		2	11	
		1	2	
		no answer	11	
Social Systems	To effectively engage volunteers in the programming process	NA	4	3.87
		6	11	
		5	21	
		4	23	
		3	28	
		2	0	
		1	2	
		no answer	11	
	To effectively approach Extension work in a manner that considers the values, cultures and feelings of clientele	NA	6	3.80
		6	9	
		5	17	
		4	36	
		3	11	
		2	6	
		1	2	
		no answer	13	

Note: Rating scale ranged from 6= very important to 1=not important.