**Sampling Plan [model to be tailored for your project]**

**Research Design**

 The Teacher Survey will become part of the annual set of surveys administered to contribute to continuous improvement efforts in the district. This will be part of a longitudinal design to monitor trends – potentially sampling different teachers each year. This will contribute to …

**Sampling Frame**

 Each year, the district updates the list of teachers currently holding teaching assignments. The list will be checked for duplicates, teachers who no longer hold teaching assignments or are on special assignment, and other characteristics that change their eligibility for the survey participation…

**Sampling Method**

 Once the sampling frame is secured and verified, each year a simple random sample of teachers will be selected to participate in the survey. The sample will be determined by drawing a random sample in R from the list of eligible teachers.

**Sample size**

 To select the sample size, a core question is being used to estimate sample size: “What percent of teachers report that the instructional support they receive from the district is *sufficient* or better for the purposes of meeting their daily demands…”

To complete the estimation of the sample size, we need to determine the following:

 Level of confidence: 68%, due to low-stakes monitoring function of the survey

 Level of variance: maximum of .25

 Level of tolerable error: 4% - modest level of error, yet not overly precise

 $n= \frac{z^{2}S^{2}}{e^{2}}$ = $\frac{z^{2}p(1-p)}{e^{2}}$ = $\frac{1^{2}(.25)}{.04^{2}}$ = 157

 Since there are only 240 teachers in the district, we used the finite population correction formula to adjust the sample size accordingly:

 $n^{'}= \frac{nN}{N+n-1}$ = $\frac{(157)(240)}{240 +157 - 1}=96$

 The final sample size each year will be 96 teachers. The teacher engagement is high and all sampled teachers are expected to participate in the survey, so no adjustment for nonresponse rates will be included at this time.

**Minimizing Sources of Survey Error**

 We have engaged in many practices to minimize all four sources of measurement error including the following.

1. Sampling error – largely minimized by selecting a sample size that minimizes sample error to within 4%...
2. Coverage error – [list all of the steps taken to minimize coverage error]
3. Measurement error - [list all of the steps taken to minimize coverage error]
4. Nonresponse error - [list all of the steps taken to minimize coverage error – make note of efforts to minimize item nonresponse and survey nonresponse]

There are excellent examples of these statements regarding minimizing survey errors in the following documents at the class website in the Reading tab. Take a look at the sections regarding “Survey Quality Measures”

*NSF Reports*

[Survey of Earned Doctorates](http://www.nsf.gov/statistics/srvydoctorates/#sd)

[National Survey of Recent College Graduates](http://www.nsf.gov/statistics/srvyrecentgrads/#sd)

[Survey of Public Attitudes on Science & Technology](http://www.nsf.gov/statistics/srvyattitude/#sd)