

Focus Group Checklist



Item	Institution	<i>Moderator</i>
Arrange times for focus groups	X	
Arrange for meeting room (see Room Set-up sheet)	X	
Provide consent/human subjects forms for students <i>(If the colleges require approval of focus group research by Human Subjects Committee, any required language should be part of the consent form students are asked to sign.)</i>	X	
Identify note taker for focus groups	X	
Identify students for focus groups	X	
Contact students (letter, e-mail, or telephone)	X	
Provide refreshments	X	
Provide audio tape recorder, multiple table mics if available	X	
Two (2) 90-minute audio cassettes	X	
Extra batteries for tape recorder	X	
Provide back-up audio tape recorder with cassettes for moderator use or copy of tape/CD for moderator use	X	
Reminder phone call to students	X	
Provide incentives for student participation (stipend, gift card, etc.)	X	
Laptop for moderator and note taker	X	X
Name tents for participants (with several markers)	X	

Pencils for students	X	
Two Legal Pads for note taker & moderator	X	
Note pads for students	X	
Consent Forms for Participants	X	
Student Profile Sheet and Response Sheets	X or	X
Moderator's Discussion Guide	X or	X
Note taker's template	X or	X