Subject: Invitation to Participate in Doctoral Research on High School Career Technical Education Teachers' Experiences Implementing a Standards-Based Grading Method

Dear Potential Participants,

My name is Casey Riggs, and I am a Ph.D. doctoral candidate at Capella University in the School of Education. This study is part of my doctoral education program, and I am excited to share an opportunity to participate in Career Technical Education research. I am currently conducting research for my dissertation, which focuses on exploring teachers’ experiences implementing a standards-based grading practice in high school Career Technical Education courses and the connection between grading practices and student skill development.

I am reaching out to invite you to participate in this important study. Your contribution would be incredibly valuable and would help further our understanding of standards-based grading in the field of Career Technical Education.

Participation Details:
- **Study Format:** Virtual Interview via Zoom
- **Estimated Time Commitment:** Approximately 45-60 minutes
- **Eligibility Requirements:**
  - Must be over the age of 18 years old
  - Currently possess a Designated Subjects Teaching Credential that authorizes instruction in grades twelve and below and in adult Career Technical Education.
  - Possess a minimum of five years of teaching experience in high school Career Technical Education.
  - Current use or have used standards-based grading for a minimum of two years in Career Technical Education course(s).
- **Exclusion Criteria:**
  - Currently or have previously been employed at North Orange County Regional Occupational Program.
  - Currently or have in the past had a professional relationship with the researcher.
  - Teacher’s aids, support staff, principals, assistant principals, and other educational positions who do not directly deliver instruction and assess student learning in high school Career Technical Education courses.
- **Incentives:** Participation in this study is voluntary and there is no compensation for this study.

Ethical Considerations:
- Your participation in this study is completely voluntary, and you can withdraw at any time without any consequences.
All information collected will be kept confidential and will only be used for academic purposes.

**Next Steps:**
If you are interested in participating or have any questions about the study, please contact me at criggs4@capellauniversity.edu. I am happy to provide more detailed information about the study and discuss any concerns you might have. Those who express interest will be scheduled for a screening meeting where we will review qualifications and next steps in the research process.

Thank you for considering this opportunity. I look forward to potentially working with you and appreciate your time and consideration.

Warm regards,

Casey Riggs
Criggs4@capellauniversity.edu / 757-469-9706