APPENDIX - M

INSTRUCTIONS TO THE SUBJECTS
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Instructions given to the experimental persons on the method of operating the cards relating to the research.

The operation is very simple.

There are 80 cards containing one statement each. These cards are to be distributed into 11 categories (0 through 10) according to the degree of applicability to oneself.

For this:

(1) Please spread out the set of 11 envelopes. Then sort them into the following three categories:

Less Applicable
In between (Neutral)
Not Applicable

The numerators (upper numbers which are 0 through 10) written on the envelopes are the scale values. The categories 0 through 3 form the negative and the middle three categories 4, 5 and 6 are more or less neutral. The denominators 2, 4, 6, etc., (i.e. the lower numbers) written on the envelopes indicate the numbers of cards that are ultimately to be placed in the respective categories according to the forced choice technique. (It will be noticed that the distribution is designed to be symmetrical i.e. it is quasi-normal distribution. It is so designed because it has its own mathematical properties).
The operation of cards

The cards are to be operated in two stages:

THE FIRST STAGE

Please read each card and sort the deck, roughly into three piles viz:

a. Positive (or more applicable)
b. Negative (or less applicable), and
c. Neutral, ignoring the 11 categories of the envelopes.

All such cards about which you may be undecided or these which may be half-way applicable should be put into the neutral pile. Since the three middle categories (4, 5, & 6) will contain 38 (12 + 14 + 12) cards, it will be a good idea to try to put more cards in the neutral pile. This will facilitate further operation.

THE SECOND STAGE

when the first stage is over, you became familiar with all the 80 statements.

Now pick up the positive pile, look at the envelopes and select only two extremely applicable (choicest) cards and put them in pile 10, similarly select 4 cards next in degree of applicability for pile 9, 6 cards next for pile 8, and so on. After reaching pile 6, you may wish to switch over to the (i.e. extremely negative) and then
proceed upwards upto pile 4 by selecting cards in the same fashion i.e. 2, 4, 6 and 9 for each category. Starting this time from the extreme negative category and proceeding to less and less negative categories. Ultimately reaching the neutral ones. Distribution of cards in the middle categories is a simple operation, then.

(3) Please check the number of cards in each category (or pile) to see that they agree with the denominator noted on the respective envelopes. Then put them into their respective envelopes. Please pile up all the envelopes into one deck and bind them together with a rubber band.

(4) Please fill in the printed confidential card and answer the seven questions printed on the reverse of that card with this - the entire operation is over.

Some Explanations

The Q-sort technique is a forced choice technique devised by W. Stephenson of Chicago. The experiment depends upon the competition (or interaction) amongst the statements to occupy certain positions, particularly the extreme ones. It is hoped that the operator has to exercise some kind of choice - equilibrium, however loosely, with respect to the given statements. The statements have been prepared after reviewing related research literature on innovation, educational administrator characteristics and psychology.
No right or wrong answer

There is no right or wrong answer in this technique. Actually, this investigator is trying to compare the reaction styles of highly innovative persons, and thereby to test certain postulates relating to innovative educational administrators.