

AWE PDQ Instrument Instructions for Flexible Items in .pdf Format

All AWE survey instrument hard copy downloads have flexible items that allow you to adapt the survey to your institution or activity and to add formative items. For example, on the cover page you can add your institutional name as well as change the major choices to fit your institution or activity. The table below provides information on which items are flexible and on how to change them. Note: Those survey items that are tested and validated are not flexible on the pdf document. If these are changed, the survey results will no longer have the validity or reliability obtained through testing of the instruments.

When Distributing to Students

- Distribute and collect IRB Informed Consent forms from students.
- Distribute instrument.
- Ask students to print their student number on **both the cover sheet and in space provided on each survey page.** (*This is critical for you in collection and tracking of any data, particularly longitudinal data. When you begin data entry, you will separate the cover sheet from the completed survey to maintain the anonymity of respondents. The student number holds the data together for subsequent analysis.*)

Tell students that their input is important and will be used to improve the current and future activities.

Before Use with Students

- Obtain IRB approval. See the IRB section under AWE Products on AWEonline.org for more information.
- You may wish to review the AWE suggestions for **Recruiting Students to Participate in Surveys**, available on the AWE products web page at aweonline.org.
- The documents are in .pdf format and are flexible to allow you to make adjustments in Adobe Acrobat that will not affect the validity of the surveys. The possible adjustments are described in the table below. In all cases detailed below, to add your own items simply highlight the adjustable item and enter your customized item over the existing data. Use the table below to identify flexible items.

AWE PDQ Participant Survey – Flexible Items				
Location	Item	Flexible items	How to Change	Remember
Coversheet	Your major as of today	Major choices are changeable so that you can adapt items to fit your institution.	<ul style="list-style-type: none"> ➤ To change a current major choice, highlight and enter your new choice. ➤ To completely delete majors from the list highlight those majors and press the delete button on your keyboard. The space will remain. 	<p><i>When adding/deleting/changing the majors, keep in the mind to keep them in alphabetical order and keep any empty boxes at the end of the list. This will give your survey better eye appeal</i></p> <p><i>If you do not use all of the flexible areas for this question, delete the unused major(s) from the answer choices. This will leave blank spaces on the final document.</i></p>
Page 2	Question #3 First Column 2 nd Choice	Engineering	<ul style="list-style-type: none"> ➤ To change the current choice of “engineering”, highlight and enter your new choice. ➤ You may choose to have science or engineering & science, etc. 	<i>You have a limited amount of space so you will have to make sure your choice will fit in each allotted space</i>
Page 2	Question #3 First Column 3 rd Choice	College of Engineering	<ul style="list-style-type: none"> ➤ To change the current choice of “college of engineering”, highlight and enter your new choice. ➤ You may choose to have “college of science” or “college of engineering & science”, etc. 	<i>You have a limited amount of space so make sure your choice will fit in each allotted space</i>
Page 2	Question #3 First Column 4 th Choice	Engineering	<ul style="list-style-type: none"> ➤ To change the current choice of “engineering”, highlight and enter your new choice. ➤ You may choose to have “science” or “engineering & science”, etc. 	<i>You have a limited amount of space so make sure your choice will fit in each allotted space</i>

AWE PDQ Participant Survey – Flexible Items (continued)				
Page 2	Question #3 First Column 6 th Choice	WIE (Women in Engineering)	<ul style="list-style-type: none"> ➤ To change the current choice of “WIE (Women in Engineering)”, highlight and enter your new choice. ➤ You may add the appropriate name (e.g. WISE (Women in Science & Engineering), etc. 	<i>You have a limited amount of space so make sure your choice will fit in each allotted space</i>
Page 2	Question #3 First Column 7 th Choice	Engineering or engineering-related (e.g. math, physics, chemistry)	<ul style="list-style-type: none"> ➤ To change the current choice of “engineering or engineering-related . . . ” highlight and enter you new choice 	<i>You have a limited amount of space so make sure your choice will fit in each allotted space</i>
Page2	Question #3 2 nd Column 1 st , 3 rd , 4 th , & 5 th Choice	Engineering	<ul style="list-style-type: none"> ➤ To change the current choice of “engineering”, highlight and enter your new choice. ➤ You may change discipline selection. E.g. “science” or “engineering & science”, etc. 	<i>You have a limited amount of space so make sure your choice will fit in each allotted space</i>
Page 2	Question #4	Type of Activity Name (e.g. Women in Engineering Activity)	<ul style="list-style-type: none"> ➤ To change the activity name, highlight “women in engineering” and enter your own text. ➤ If you choose to leave “women in engineering” just pass over this option. 	
Page 2	Question #6	The last five options on this question are adjustable, so that you can adapt items to fit your institution.	<ul style="list-style-type: none"> ➤ To change the text “Flexible Question” to a real question, highlight it and enter your new question. ➤ To completely delete filler question “Flexible Question” highlight the question and press the delete button on your keyboard. 	<i>If you do not use the flexible areas for this question, delete the filler text “Flexible Question”. (There are five) This will leave blank spaces on the final document.</i>

AWE PDQ Participant Survey – Flexible Items (continued)				
Location	Item	Flexible Items	How to Change	Remember
Page 3	Question #6F & 6H	The word engineering is flexible in this question	<ul style="list-style-type: none"> ➤ To make changes “engineering” and type the new item. ➤ If you choose to leave “engineering” just pass over this option. 	

AWE PDQ Leadership – Flexible Items				
Location	Item	Flexible items	How to Change	Remember
Coversheet	Your major as of today	Major choices are adjustable so that you can adapt items to fit your institution.	<ul style="list-style-type: none"> ➤ To change the current major choice, highlight and type in your new choice. ➤ To completely delete a major from the list highlight and press the delete button on your keyboard. 	<p><i>When adding/deleting/changing the majors, keep in the mind to keep them in alphabetical order and keep any empty boxes at the end of the list. This will give your survey better eye appeal</i></p> <p><i>If you do not use the flexible areas for this question, delete the non-appropriate major(s) from the answer choices. This will leave blank spaces on the final document.</i></p>
Page 2	Question #3 First Column 2 nd Choice	Engineering	<ul style="list-style-type: none"> ➤ To change the current choice of “engineering”, highlight and enter your new choice. ➤ You E.g. “science” or “engineering & science”, etc. 	<i>You have a limited amount of space so you will have to make sure your choice will fit in each allotted space</i>
Page 2	Question #3 First Column 3 rd Choice	College of Engineering	<ul style="list-style-type: none"> ➤ To change the current choice of “college of engineering”, highlight and enter your new choice. E.g. “college of science” or “college of engineering & science”, etc. 	<i>You have a limited amount of space so make sure your choice will fit in each allotted space</i>
Page 2	Question #3 First Column 4 th Choice	Engineering	<ul style="list-style-type: none"> ➤ To change the current choice of “engineering”, highlight and enter your new choice. E.g. “science” or “engineering & science”, etc. 	<i>You have a limited amount of space so make sure your choice will fit in each allotted space</i>
Page 2	Question #3 First Column 6 th Choice	WIE (Women in Engineering)	<ul style="list-style-type: none"> ➤ To change the current choice “WIE (Women in Engineering)”, highlight and enter your new choice. ➤ e.g. “WISE (Women in Science & Engineering)”, etc. 	<i>You have a limited amount of space so make sure your choice will fit in each allotted space</i>

AWE PDQ Leadership – Flexible Items (continued)				
Page 2	Question #3 First Column 7 th Choice	Engineering or engineering-related (e.g. math, physics, chemistry)	➤ To change the current choice of “engineering or engineering-related . . . ” highlight and enter you new choice	<i>You have a limited amount of space so you will have to make sure your choice will fit in that allotted space</i>
Page2	Question #3 2 nd Column 1 st , 3 rd , 4 th , & 5 th Choice	Engineering	➤ To change the current choice of “engineering”, highlight and enter your new choice. E.g. “science” or “engineering & science”, etc.	<i>You have a limited amount of space so you will have to make sure your choice will fit in that allotted space</i>
Page 2	Question #4	Type of Activity Name (e.g. Women in Engineering Activity)	➤ To change the activity name, highlight “women in engineering” and enter your own text. ➤	
Page 2	Question #6	The last five options on this question are changeable so that you can adapt items to fit your institution.	➤ To change the text “Flexible – add question or delete” to a formative question, highlight it and enter your new question. ➤ To completely delete filler question highlight the question, “Flexible – add question or delete”, and press the delete button on your keyboard. Be sure to delete item letters.	<i>If you do not use the flexible areas for this question, delete the filler text “Flexible – add question or delete” from the answer choices. (There are five). This will leave blank spaces on the final document.</i>
Page 3	Question #6F & 6H	The word engineering is flexible in this question	➤ To change “engineering” to something else, highlight “engineering” and type the new name. ➤	