

Students Persisting in Engineering Survey 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 #1	Last two choices have filler text, "Another Choice". You may exchange the filler text for two answer choices or delete the optional answer spaces altogether.	<ul style="list-style-type: none"> ➤ To change "another choice" to another answer, highlight and enter your new choice. ➤ To completely delete answer choice highlight and press the delete button on your computer keyboard. 	<p><i>If you do not use the flexible areas for this question delete "another choice" (There are two) from the answer choices.</i></p> <p><i>If you do not use these extra spaces for your own answer choices the boxes will still remain.</i></p>
Page 4	Question #10	Last four choices have filler text, "Room for another question", You may exchange the filler text for four answer choices or delete the optional answer spaces altogether.	<ul style="list-style-type: none"> ➤ To change "Room for another question", highlight and enter your new choice. ➤ To completely delete answer choice highlight and press the delete button on your computer keyboard. 	<p><i>If you do not use the flexible areas for this question delete "Room for another question" (There are four) from the answer choices.</i></p> <p><i>If you do not use these extra spaces for your own answer choices the boxes will still remain.</i></p>