

Students Leaving Engineering Survey Instructions

Before Use with Students

- Obtain IRB approval. See the IRB section under AWE Products on AWEonline.org for more information.
- Review the AWE suggestions for **Recruiting Students to Participate in Surveys**, available on the AWE products web page at aweonline.org.
- Using Adobe Acrobat, make any desired allowed adjustments to this instrument. The allowed adjustments are described in the table 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.
- Note: Flexible items allow you to adapt the survey to your institution or activity and to add formative items. Items in the survey that are tested and validated are not flexible. If these are changed, the survey results will not have the validity or reliability that we obtained through our testing of the instruments.

Leaving Engineering Survey – Flexible Items				
Location	Item	Flexible Items	How to Change	Remember
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 type in 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 2	Question #5	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 type in your new choice ➤ To completely delete a major from the list highlight and press the delete button on you computer keyboard. 	<p><i>If you do not use the flexible areas for this question delete the majors unused from the answer choices.</i></p>

Leaving Engineering Survey – Flexible Items (continued)				
Location	Item	Flexible Items	How to Change	Remember
Page 5	Question #14	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 type in 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>

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.