



## LAESE 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.

| <b>LAESE Survey – Flexible Items</b> |                        |  |  |   |
|--------------------------------------|------------------------|--|--|---|
| <b>Location</b>                      | <b>Item</b>            | <b>Flexible Items</b>  | <b>How to Change</b>   | <b>Remember</b>   |
| 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"> <li>➤ To change a current major choice, highlight and type in your new choice.</li> <li>➤ To completely delete a major from the list highlight and press the delete button on your keyboard.</li> </ul> | <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 <b>not</b> use the flexible areas for this question, <b>delete</b> the major(s) unused from the answer choices.</i></p> |
| Page 3                               | Question 8             | There are multiple choices for additional activities; they have filler text, “Another Activity”. You may exchange the filler text for your own answer choices or delete the optional answer spaces altogether. | <ul style="list-style-type: none"> <li>➤ To change “Another Activity”, highlight and type in your new choice.</li> <li>➤ To completely delete answer choice highlight and press the delete button on your computer keyboard.</li> </ul>    | <p><i>If you do <b>not</b> use the flexible areas for this question, <b>delete</b> the filler text “Another Activity” from the answer choices.(There are many)</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.