



Required Survey Administration Protocol Instructions

Thank you for choosing the *Beginning College Survey of Student Engagement* (BCSSE). This document lists the responsibilities of the Campus Project Manager and required protocols designed to protect the rights of all research participants.

Responsibilities of the Campus Project Manager

- **Serve as liaison between the institution and BCSSE.**

As your institution's designated contact with BCSSE, you will oversee and support all BCSSE project activities on your campus. This includes acting as the liaison between BCSSE staff and your institution, as well as the students participating in the survey.

- **Coordinate the local survey administration process on your campus.**

The Campus Project Manager oversees the administration, collection, and return of the surveys. Since BCSSE is a locally administered survey, a portion of the Campus Project Manager's role is to organize staff on the campus to distribute the surveys. Key to managing the project is assuring that staff adheres and follows local survey research protocols and human subjects policies.

- **Return completed surveys to BCSSE upon completion of data collection.**

Administration

Paper surveys can be distributed in one of two ways: individual or group setting.

- In an individual administration, the student is provided an Informed Consent Statement, the survey, and method for returning the survey as decided by your college. An example of an individual administration would be the survey is mailed to the student via US postal or campus mail by his/her college.
- A group setting would include a mass administration to more than one student (e.g., classroom setting) where the students are asked to complete the survey during that setting. In this situation the student is also provided an "Informed Consent Statement" and the survey. In addition, a script is provided to proctors to read aloud to students in the "Paper Group Administration" as described below.

Web surveys can also be distributed in one of two ways: individual or group setting.

- In an individual web administration, the student is provided information that includes how to access the web survey. An example of an individual Web administration would be the institution providing the student the Web BCSSE invitation that contains the web address of the survey. It is then up to the student to go to the website on their own time to complete the survey. An additional example of individual web administration would be that the college emails the Web BCSSE invitation to the student requesting their participation in the web survey.
- A group setting would include a mass administration to more than one student (e.g., classroom setting) where the students are asked to complete the web survey during that setting. This would most likely take place in a computer lab setting. In this situation the student is provided the Web BCSSE invitation the same as the individual web administration described above. In addition, a script is provided to proctors to read aloud to students in the Web Group Administration (see below).

All materials for administration are located in the BCSSE web Interface: www.websurvey.indiana.edu/cpr

The procedures described below are **required** parts of the research protocol for a Beginning College Survey of Student Engagement (BCSSE) local administration by the Indiana University Bloomington Committee for the Protection of Human Subjects (IUB HSC). Any changes to procedures or a message template required by your local Institutional Review Board will also need to be approved by IUB HSC before survey administration can begin. Contact BCSSE staff regarding the process for making any changes.

Informed Consent Message Template

Please use **only IUB HSC approved message templates** when creating your communications with students, following the steps outlined below:

1. Insert your institution's information in the appropriate fields.
2. Remove the brackets around these fields.
3. Do not alter the wording of the informed consent statement.
4. Do not remove the study number or the text box that contains the stamp indicating IRB approval.
5. Print one copy of the Informed Consent Statement to accompany every copy of the BCSSE survey you plan to distribute locally.

Additional Survey Distribution Procedures Required for Classroom or other Established Group Settings

Please follow all directions below as part of the procedure for distributing the BCSSE surveys:

1. Individuals distributing surveys in a classroom or other established setting must have no evaluative relationship with those asked to participate (Ex: A faculty member may not administer surveys to students currently enrolled in their own course.)
2. Please read the appropriate script depending on whether you are providing the paper BCSSE survey or asking students to go to our website to access the survey.

For PAPER GROUP ADMINISTRATION, the facilitator must read the script below before passing out the survey instruments:

“The survey I am about to distribute asks you to tell us about your high school and expected college experiences. Information from the Beginning College Survey of Student Engagement is used by [INSTITUTION] faculty and administrators and by other higher education leaders to improve the collegiate experiences of undergraduates. The Informed Consent Statement that I pass out with the survey describes the voluntary nature of the survey and who you can contact for additional information about this. Please keep this statement in case you have any questions after the survey. If you do not wish to participate in this survey, you may turn in the blank survey without any penalty.”

For WEB GROUP ADMINISTRATION, the facilitator must read the script below before directing students to access the web survey instrument:

“The information sheet I am about to distribute asks you to complete an on-line web survey regarding your high school and expected college experiences. Information from the Beginning College Survey of Student Engagement is used by [INSTITUTION] faculty and administrators and by other higher education leaders to improve the collegiate experiences of undergraduates. The Informed Consent Statement that precedes the survey describes the voluntary nature of the survey and who you can contact for additional information about this. Please keep this statement in case you have any questions after the survey. If you do not wish to participate in this survey, you may turn in the blank survey without any penalty.”

3. Pass out one survey and one Informed Consent Statement for each student asked to participate.
4. Collect surveys at the end of the administration period and return them to the designated BCSSE contact person on your campus.