

Survey Preparation Guidelines

When planning an electronic survey, it is important to consider the following items **before meeting with ANGEL staff**. Both the survey and the transmittal e-mail should be succinct while still providing the potential respondent with all the information he or she may need to complete the survey.

- Draft a sample survey. If this is a survey for use outside of a course, who will need to approve the survey?
- Draft a transmittal e-mail.
- Who is requesting the respondent's participation and why? With what purpose is the survey being conducted, and how will the accumulated data be used? With whom will the data be shared?
- Why should respondents participate?
- Are there any special instructions of which the respondent should be aware? Will a log-in ID or Password be required to access the survey?
- Express clearly whether the identity of respondents will be kept confidential, or whether the anonymity of respondents will be ensured.
- How long will it take to complete the survey? How do you know? (For instance, was the survey piloted with a small group whose respondents took x-amount of time to complete the survey?)
- By what date should the survey be completed?
- Who should be contacted with technical concerns when attempting to access or complete the survey?
- Who should be contacted regarding issues with the content of the survey?