

Sample of TU Institutional Survey Application

Survey Name: *Survey on Undergraduate Research with Faculty Members*

Please summarize, including information to be provided by the survey, how the survey contributes to Temple University priorities, issues to be addressed by the survey, and the various stakeholders in the administration of the survey.

Research with a faculty member can be a defining experience for students and is highly desired opportunity. Almost half of 2018 New Student Questionnaire (NSQ) freshmen respondents predicted that there was a very good chance they would work with a professor on a research project during their time at Temple. There are plenty of opportunities for undergraduate students to work with faculty. According to the 2018 Temple University Student Questionnaire (TUSQ), 76% of senior respondents were satisfied with the opportunity for undergraduate research with a faculty member. Although students show interest in research with faculty and are satisfied with the available opportunities, only 9% of TUSQ senior respondents indicated they “frequently” worked with a professor on a research project. This survey intends to explore the disparity between satisfaction with the opportunity for undergraduate research with faculty and participation in research with faculty. The results of the survey will contribute to Temple’s commitment in creating a collaborative community and nurturing learning environment.

Have you secured IRB approval or confirmation for your survey?

- Yes, I have secured IRB approval for this survey. Please provide # _____
- Yes, IRB has confirmed this survey does not require IRB review. Please attach confirmation below.
- No

How will this survey be conducted?

- Electronic
- Paper
- Other. Please explain: _____

Provide information on who will be surveyed. Be as specific as possible. For example: "A representative sample of 2,500 undergraduate and 2,500 graduate students from Main, Center City, and Health Sciences Campuses."

This survey will be distributed to a representative sample of 5,000 undergraduate students from Temple’s main campus.

When would you like to administer this survey? Attach all email correspondences in one file below.

Please use mm/dd/yyyy format.

Start Date (invitation email): 07/01/2019

End Date (last reminder email): 07/12/2019

Attach all email correspondences in one file. Sample email texts below.

Invitation Email

Subject: Tell us about your experience with undergraduate research!

From: Office of Institutional Research and Assessment

Reply-to: surveys@temple.edu

Dear Student First Name,

The Office of Institutional Research and Assessment is working on a study to better understand undergraduate students' experience on availability to research opportunities with faculty. Please click on the survey link listed below to anonymously share your experiences with research opportunities at Temple. If you have concerns about this message or the survey link, you may securely access the survey link by logging into to TUportal.temple.edu and clicking on "Survey on Undergraduate Research with Faculty" under the spotlight section of your main page.

Upon submitting your responses, you will have the chance to be entered into a raffle for one of three gift baskets of unique Temple gear! We greatly appreciate you taking the time to read this message and completing the survey. This information provides our office with necessary data that will contribute to Temple's commitment in creating a collaborative community and nurturing learning environment.

If you have any questions about this message or the survey, please email surveys@temple.edu

{Insert full survey link}

Thank you!

Office of Institutional Research and Assessment.

Reminder Email 1

Subject: Help us learn about undergraduate research!

From: Office of Institutional Research and Assessment

Reply-to: surveys@temple.edu

Dear Student First Name,

A few days ago, you received a message regarding a study aimed to gather information on undergraduate students' experience on availability to research opportunities with faculty. The Office of Institutional Research and Assessment is reaching out to you to gather your unique perspective in this area.

Please help us with this study and complete the survey by clicking on the link below. If you have concerns about this message or the survey link, you may securely access the survey link by logging into to TUportal.temple.edu and clicking on "Survey on Undergraduate Research with Faculty" under the spotlight section of your main page.

The survey is anonymous and all results will be presented in aggregated form only. Upon submitting your responses, you will have the chance to be entered into a raffle for one of three gift baskets of unique Temple gear! We greatly appreciate you taking the time to read this message and completing the survey. This information provides our office with necessary data that will contribute to Temple's commitment in creating a collaborative community and nurturing learning environment.

If you have any questions about this message or the survey, please email surveys@temple.edu

{Insert full survey link}

Thank you!

Office of Institutional Research and Assessment.

Final Reminder Email

Subject: Last chance to win exclusive Temple gear!

From: Office of Institutional Research and Assessment

Reply-to: surveys@temple.edu

Dear Student First Name,

Please consider helping the Office of Institutional Research and Assessment gather information on undergraduate students' experience of availability to research opportunities

with faculty. Click on the link below to complete the short survey. If you have concerns about this message or the survey link, you may securely access the survey link by logging into to TUportal.temple.edu and clicking on “Survey on Undergraduate Research with Faculty” under the spotlight section of your main page.

Quick facts about the survey:

- *The survey is anonymous*
- *Results will be presented in aggregated form only.*
- *You will have the chance enter yourself into a raffle for one of three gift baskets of unique Temple gear!*
- *Survey results will contribute to Temple’s commitment in creating a collaborative community and nurturing learning environment.*

If you have any questions about this message or the survey, please email surveys@temple.edu

{Insert full survey link}

Thank you!

Office of Institutional Research and Assessment.

How will adequate response rates be ensured?

Over the course of two workweeks, three emails regarding this survey will be sent to the sample. As an incentive, we are offering three gift baskets of unique Temple merchandise to randomly selected students. Students will have the option to opt into this raffle by providing their name and email address in a separate form that will be available at the end of survey completion.

How will privacy of the responses be protected?

This survey is anonymous, no personally identifiable information will be collected and survey data will be presented in aggregate form only. Participants who are interested in entering the incentive raffle will be asked to provide their first name, last name, and primary email address in a separate form that is not connected to the survey instrument.

Where will survey responses be stored and secured?

All survey responses will be securely stored on Temple servers.

Who will have access to survey responses?

Office of Institutional Research and Assessment staff will have access to survey responses.

What will happen to survey responses once data analyses and the final survey report have been completed?

Survey responses will remain securely stored in Temple servers. Response will not be deleted as it is highly likely that this survey will be administered again at a later date and a longitudinal report will be created.

How do you plan to disseminate aggregated survey results to the Temple community? When appropriate, sharing results through executive summaries posted online, presentations, or publications is strongly encouraged.

The survey report will be publicly available on IRA's student survey webpage.

Attach a PDF or Word document of the survey instrument. Please indicate the survey's display logic/ item branching on the file.