

College-in-Prison Survey of Student Engagement

Guidelines for Effective and Ethical Administration of Surveys

The following guidelines are recommended practice for good practice in survey research. It is important to follow these guidelines to ensure an effective and ethical administration of the College-in-Prison Survey of Student Engagement (CIPSSE).

Recruitment Message Template

You should use the included *Student Recruitment for the College in Prison Survey of Student Engagement* template to create an informational invitation to pass along to eligible students in your college-in-prison programs.

1. Insert the name of your college-in-prison program, details about your planned administration timeline and location, and contact information for any questions.
2. Distribute copies of this message to students in your college-in-prison courses or post them in locations where students will likely see the information.

Survey Distribution Procedures

Please follow the directions below as part of the procedure for distributing surveys to your students.

1. Read the script below before passing out the surveys:

The survey I am about to distribute asks you to tell researchers at Indiana University about your experiences in [insert name of your college-in-prison program]. Information from this project will be used by [insert name of your college-in-prison program] for assessment and improvement. The Informed Consent Statement that I will pass out with the survey describes the voluntary nature of the survey. Please keep this consent statement in case you have any questions after the survey. You will not be paid to participate in this study, and prison officials or your parole board will not take your participation in this research into account in their decisions. If you do not wish to participate in this survey, you may turn in the blank form without any penalty.

2. Pass out one survey and one Informed Consent Statement for each student asked to participate. Do not staple or attached the Consent Statement to the surveys.
3. Collect the surveys at the end of the administration period and return them using the package you received them in and the pre-paid return label.

Please contact cipsse@iu.edu with any questions about survey recruitment, administration, or the research study in general.