

HWS GREEK LIFE SOCIAL NORMS SURVEY INSTRUCTIONS

PREPARATION FOR WEB-BASED COMPUTER-LABORATORY SURVEYS

1. Submit the survey schedule to Dr. David W. Craig at HWS (craig@hws.edu or 315-781-3611) to obtain time-activated usernames and passwords.
2. Students should not be required to enter a personal username and password. Even though the survey will not ask for names or any personal identifier, we may lose perception of anonymity if personal usernames are entered. If this is the case, a generic logon name should be created and the computers pre-logged on before students arrive. I have had the computer center create an account, USERNAME: greek PASSWORD: rushweek
3. Internet Explorer is the preferred browser. Others may be used if necessary. Set auto-complete to off in the browser properties (Content tab in internet options for internet explorer).
4. Prior to student arrival, the web browsers should be set to the survey logon url <http://campus.hws.edu/aodsurvey/greek> and the username and password for the period entered onto the black/white board in the room. NOTE: you may test the survey at any time by entering test for both the username and password.

PROCEDURE FOR ADMINISTERING WEB BASED SURVEYS

1. Teachers or lab monitors read the script explaining the survey and why we need student participation.
2. Teachers or lab monitors explain the username and password entry. NOTE: passwords and usernames are case sensitive and can only be entered between the start and end times on the specified date indicated in the account list provided..

Survey script to be read to students as introduction to the survey

This is a survey about Greek student attitudes and experiences in fraternities/sororities and other extracurricular activities. It also covers a variety of other topics including academics, career interests, social life, daily activities, health and well-being issues. We want you to tell us about yourself and your perceptions of other students. This is an **anonymous survey** -- you will not be asked to submit your name nor your specific team sport. The goal is simply to get a general profile of Greek student life.

Questions that ask about your perceptions of other Greek students are referring to Greeks **at your school during the school term**. If your school does not have sororities, leave questions about sororities blank. If your school does not have fraternities, leave questions about fraternities blank.

Please read each question carefully. There are no "right" or "wrong" answers-- just give your best estimate. This survey is **voluntary**. If you do not wish to respond to a question you may leave it blank and continue on.

3. When students complete the survey, the teacher or lab monitor should reset the browsers to the starting url using either a bookmark or the history drop down list. **DO NOT RESET THE SURVEY BY CLICKING THE BACK BUTTON....YOU WILL END UP RE-ENTERING THE PREVIOUSLY TAKEN SURVEY!**