INTRODUCTION
The College of Education (COE) has developed surveys, aligned with our student learning objectives, for our students in the final semester of their programs and for mentor teachers who supervise our teacher candidates in their final semester of student teaching. The surveys are administered each semester through an online survey platform.

Considerations for Writing Survey Items

• Is the question biased? (Bad example: Our program is consistently ranked in the top 50 in the country. On a scale of 1-10, how would you rate our program?)
  □ Yes □ No

• Is the question too demanding? (i.e. Is the question long or potentially confusing?)

• Is it a compound question? (Bad example: How prepared are you for teaching reading and writing?)

• Does the question include a double negative? (Bad example: Should students not be required to participate in field experiences?)
  □ 0-3 □ 3-5 □ 5-10 □ 10+

• Are the answer choices mutually exclusive and exhaustive? (Bad example: How many years of teaching experience do you have?)

• Try to use consistent response formats. Use the same survey scale (i.e. response options) on items in a section

• Do you allow respondents the option to pass on answering? It’s best to let respondents skip questions, especially if it requires potentially sensitive information

Recommendations for Successful Survey Administration

• Always include a brief statement explaining what the survey results will be used for, why each respondent’s feedback is important, and a statement about the confidentiality of the results.

• Send survey reminders every week during the last month of the semester.

• Have a faculty member who the students know ask them to complete the survey and include a link in their email.

• Give 15 minutes of class time for completing the program survey.

• Keep your survey open for a week after the end of the semester.