

## Survey Administration Script

**Note: If students have questions, please refer to the FAQ - Students**

**Feel free to use your own words.**

Today I am going to administer the Community College Survey of Student Engagement (CCSSE). This survey is conducted at community and technical colleges across North America, and the data collected from the survey are being used to improve the college student experience. Your answers will help this college understand your experience and improve programs and services for all students.

Please note that participation in this survey is voluntary. If you are under the age of 18, please do not complete the survey. If you have completed the survey in another class, you are not required to take the survey again; however, I ask that you remain in the classroom during the administration.

**Hand out the following: Surveys, Special Focus/Supplemental Questions (Green), Program Code Sheets (Blue), “We hear you” flyer and pencils.**

Note that the survey booklet has questions on both sides of the page (**show survey to students**). You will need the CCSSE Program Code Sheet (BLUE) to answer item #37. Students should pick the program that most closely matches their major.

Please look at the last item (#38) on the survey. As you can see, it asks for your student identification number. Please enter the number, without hyphens or spaces, starting in column one. While providing your student ID number is *optional*, we encourage you to provide it to enable us in furthering research about how our college can best promote student success. Please rest assured that your responses to this survey will remain confidential and individual responses will not be reported.

In addition, you will need the GREEN question sheet(s) to answer the **Additional Items** on the last page of the survey (page 8). **Do not mark your answers on the green question sheet itself.**

As you complete this survey, please remember that you are responding based on your experiences at THIS college during THIS academic year. You may only use a #2 pencil, **no pens**, to fill in the circles. Please fill in the circles completely. We appreciate your participation.

**Historically, the survey has taken students approximately 35-45 minutes to complete; however, it is possible that the survey may take an entire class period. When all students are finished, or when time has run out, collect survey materials from students.**

Thank you all for providing information to help us make this college better! If you are interested in the results, please contact <Cathy Sarrazin> at <dccir@dcc.edu>. Or, if you are interested in learning more about CCSSE, you can visit the project website at ([www.ccsse.org](http://www.ccsse.org)).