

Cal Poly – CM Department

Senior Project Survey - Procedures

- Step 1 Student works with their Subject Matter Expert (SME) to confirm that a survey is the proper tool to collect data.
- Step 2 Create Survey in conjunction with student's SME.
- Step 3 Through a joint e-mail with SME, SPD, and student; all parties affirm the quality of the survey and the email template is acceptable and can be distributed.
- Step 5 Contents confirmed by SME & SPD will be sent out; if not survey will be returned to student.
- Step 4 Send the survey request with SME and SPD confirmation, and approved survey email template to Jenay or Rachell.
- Step 6 Surveys and email template need to be submitted to Jenay (student survey) by the Monday of the seventh week of the quarter and Rachell (industry/alumni survey) by Monday of week five. No late surveys will be sent out.

****NOTE: SURVEYS TO INDUSTRY WILL BE SENT AS A GROUP (ONCE PER QUARTER) AT THE END OF WEEK FIVE (5); IF SURVEY IS NOT SUBMITTED BY THAT DATE THEY WILL NOT GO OUT!**

BEST PRACTICES:



- 1) **Start:** any survey based senior project at the beginning of the quarter. Surveys can take 2-3 weeks before they are ready for distribution.
- 2) **Cut-Off:** No surveys will be sent out after week seven (week five for industry) of any quarter. Survey replies can take a long time to return and there is simply not enough time to collect data, correlate data, and write a paper prior to the end of the quarter.
- 3) **Explain:** Be sure you clearly and completely explain the purpose of the survey in the document. A full introduction and description of the survey that is well written and clear must be included (see template).
- 4) **Test:** your survey on a small sample of individuals prior to a mass distribution-to be sure your questions are clearly understood and purposeful.
- 5) **Rejected:** If for any reason the SME or SPD do not think the document is “up to snuff” it will be returned to you to revise.
- 6) **Double-Check:** that your survey is ready to send out to the public. This is a professional survey representing you and the CM Department. Make sure all internal and external links are working properly.
- 7) **One Shot:** Surveys will not be sent out more than once. We want to disturb the people taking the survey as little as possible.

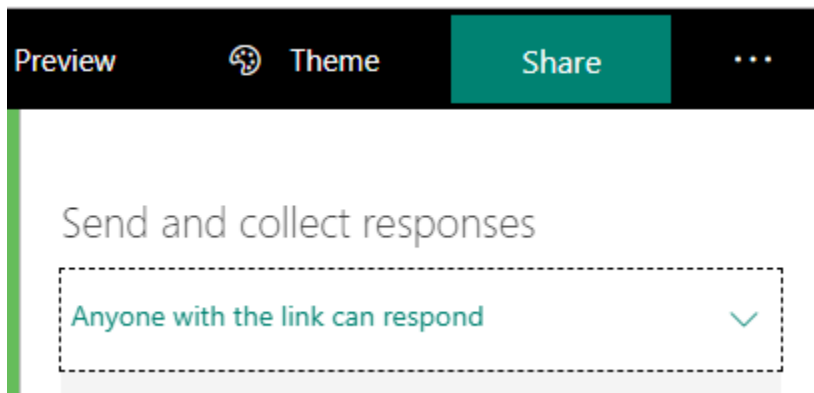
If you have any questions or concerns about the survey steps, process, or best practices, see the SPD and your SME.

Cal Poly – CM Department

Senior Project Survey – New Program

Survey Monkey is no longer supporting the needs of our students so we are moving to Microsoft Forms. You each have access to this program through your Outlook e-mail.

1. Go to  icon in the upper left corner of your CP e-mail page
2. Click on it and select the Forms icon  Forms
3. Start making your survey using the tools provided.
4. Once you are done make sure that anyone with a link can take your survey (see below)



5. Then you can copy the link and forward to your SME/SPD for approval just like you could with SurveyMonkey. Your responses will be accessible to you through the survey.

If you need additional help, here is a link to Microsoft's Forms User Guide:

<https://support.office.com/en-us/article/create-a-form-with-microsoft-forms-4ffb64cc-7d5d-402f-b82e-b1d49418fd9d>