

CWRU Evaluation/Survey Rubric

Details	2	1	0
Method	Method is appropriate for answering the research question.	Another method would be better for answering the research question, but this one will do.	Method is inappropriate for answering the research question.
Timeline	There is enough time to obtain at least a 30% response rate.	There may or may not be enough time to obtain at least a 30% response rate.	There is not enough time to obtain at least a 30% response rate.
Cycle (please describe)	The survey will occur on a regular basis.	The survey will occur again at a later date.	This is a one-time survey.
Software Program	Plans to use a software program that is approved by DOSA that will work well for the research study.	Plans to use a software program that is approved by DOSA that will be adequate for the research study.	No plans to use a software program that is approved by DOSA.
Pilot	Plans to pilot the survey/evaluation.	Not sure about piloting the survey/evaluation.	No plans to pilot the survey/evaluation.

Consent Form	2	1	0
Who is being asked to participate	Participant selection process is clearly stated.	Participant selection process is somewhat unclear.	Participant selection process is unclear.
Amount of time	Amount of time it will take to complete the study is clearly stated and less than 14 minutes.	Amount of time to complete the study is vague or more than 14 minutes.	Amount of time to complete the study is not stated.
Incentive information	Incentive is appropriate to the population and would not be considered coercive.	Incentive is somewhat appropriate to the population and may or may not be considered coercive.	Incentive is not appropriate to the population or would be considered coercive.
Voluntary nature of the survey	Clearly explains that participation is voluntary and the participant can quit at any time without penalty.	Alludes to the fact that participation is voluntary and the participant can quit at any time without penalty.	Does not explain that participation is voluntary and the participant can quit at any time without penalty.
Risks/benefits of participating	Risks and benefits of participation are clearly stated. Risks include acknowledgment of questions which might cause the participant distress and information about where to receive help if they become distressed while taking the survey.	Risks and benefits of participation are somewhat unclear. Risks include acknowledgment that some questions may cause the participant stress. No information is provided to help the participant deal with distress as a result of taking the survey.	Risks and benefits of participation are unclear. It is not acknowledged that taking the survey might result in distress. No resource is provided to help the participant manage distress that might be experienced as a result of taking the survey.
Confidentiality/Anonymity	Clearly explains whether or not the participant's responses will be confidential or anonymous.	Somewhat unclear about whether or not the participant's responses will be confidential or anonymous.	Does not explain whether or not the participant's responses will be confidential or anonymous.
Data storage	Clearly explains where the data will be stored.	Vague as to where the data will be stored.	Does not explain where the data will be stored.
How the results will be used/shared	Results will be shared with administrators, participants, the larger CWRU community, with the possibility of conferences or publications.	Results will be shared within the Student Affairs division.	Results will be shared within the department.

Questions	2	1	0
Clarity	All of the questions are clear; none of the participants would have to ask for clarification.	Some of the questions are unclear and participants would have to ask for clarification.	Several questions are unclear and participants would have to ask for clarification.
Double Barreled Questions	Each question contains only one question.	Some questions address two or more separate questions at the same time.	Several questions address two or more questions at the same time.
Duplication of questions with other university data	The questions ask for information that is not available elsewhere.	The questions ask for some information that is available elsewhere.	The questions ask for a lot of information that is available elsewhere.
Relevance to the participant	The participant will have the knowledge required to answer the all of the questions.	The participant will have the knowledge required to answer some of the questions.	The participant will have the knowledge to answer few of the questions.
Connection to the purpose of the survey	All of the questions relate to the purpose of the survey.	Some of the questions relate to the purpose of the survey.	Few questions relate to the purpose of the survey.
Essential questions	All essential questions have been included.	Some essential questions have been included.	Few essential questions have been included.
Usefulness of the results	All of the questions will yield useful results.	Some of the questions will yield useful results.	Few of the questions will yield useful results.
Sensitivity of content	None of the questions ask the participant to share sensitive information about themselves.	Some questions ask the participants to share sensitive information about themselves.	Several questions ask the participant to share sensitive information about themselves.

Response Options	2	1	0
Relevance to the participant	Response options reflect the potential responses for all participants.	Some responses reflect the potential responses of all participants while others do not.	Few responses reflect the potential responses of all participants.
Responses match the questions	Response options match the questions asked.	Some response options match the questions asked.	Few responses match the questions asked.
Not applicable responses	Not applicable responses are provided when appropriate.	Some responses include not applicable options when appropriate.	Few responses include not applicable options when appropriate.
Commonly used scales	All questions use commonly used scales.	Some questions could be adjusted to include more commonly used scales.	Few questions use commonly used scales.
Scale balance (when appropriate)	All scales are balanced.	More work could be done to improve scale balance.	Few scales are balanced.
Consistency in scales (when appropriate)	Scales are consistent across questions.	More work could be done to improve consistency in scales across questions.	Few scales are consistent across questions.
Sensitivity of content	Response options do not allow participants to share personal traumatic experiences.	Some responses allow participants to share a personal traumatic experiences.	Several responses allow participants to share personal traumatic experiences.

Layout	2	1	0
Order of questions	Questions flow in an order that makes sense to the reader.	More work could be done to improve the flow of the questions	Few questions are in an order that would make sense to the reader.
Readability	The questions and responses are easy to read and respond to quickly.	Some of the questions and responses are easy to read and respond to quickly.	Few of the questions are easy to read and respond to quickly.
Spelling/grammar	No spelling/grammar errors.	Minor spelling/grammar errors.	Several spelling/grammar errors.
Grouping of questions with same scales	Questions with the same response options are grouped together as much as possible.	More work could be done to group questions with the same scales.	Few questions with the same scales are grouped together.
Matrices	Good use of matrices.	Decent use of page breaks.	No use of matrices.
Page breaks	Good use of page breaks.	Decent use of page breaks.	No use of page breaks.
Graphics	Good use of graphics.	Decent use of graphics.	No use of graphics.
Required responses	Few questions force a participant to respond.	Some questions force a participant to respond.	Many questions force a participant to respond.
Skip/logic patterns	Good use of skip/logic patterns.	Decent use of skip/logic patterns.	No use of skip/logic patterns.
Back/next buttons	Participant is fully able to review and change their previous responses.	Participant is somewhat able to review and change their previous responses.	Participant is unable to review and change their previous responses.
Progress bar	Participant is able to review their progress and see how much more they have to complete.	Participant is somewhat able to review their progress and see how much they have to complete.	Participant is not able to view their progress and see how much they have to complete.
Thank you page	Thank you page is included at the end of the survey.		No thank you page is included at the end of the survey.
Resource page	Includes a comprehensive list and contact information for some of the offices where participants can seek help if they have experienced issues as a result of participating in the study.	Includes a list and contact information for some of the offices where participants can seek help if they have experienced issues as a result of participating in the study.	Does not include a list and/or contact information for the participant to contact if they have experienced issues as a result of participating in the study.