

## HWS Colleges' Social Norms Surveys Online Database Host and Disclosure Agreement

Hobart and William Smith Colleges (HWS) agree to provide social norms survey data collected through the HWS Alcohol Education Project World Wide Web site to participating schools according to the terms indicated below. Hobart and William Smith Colleges will perform periodic data back-ups. Additionally, Hobart and William Smith Colleges agree to release to a representative from the school, designated in writing by the respective school officer, raw survey data from his/her school until such time that the school notifies HWS of its wish to discontinue involvement in the project. The school consents to such disclosures.

Hobart and William Smith Colleges may release data from the survey as part of research publications but agrees that the identity of the individual school will remain confidential. No other individuals, other than the designated school representative(s) and the Hobart and William Smith Colleges staff that have signed below, will be authorized to access the data on the Colleges' server. In the event of any changes in staff or designated school representative, an amended copy of this agreement will be sent to the school officer.

Hobart and William Smith Colleges will take reasonable steps, in its sole discretion, to provide for security against unauthorized access and data entry. However, Hobart and William Smith Colleges assume no liability, expressed or implied, with respect to this survey or any unauthorized access to the resulting data. The school has or will obtain all permissions required by the local institution and its institutional review boards for the participation of its students in an HWS Social Norms Survey. The school holds Hobart and William Smith Colleges harmless from any and all liability. Hobart and William Smith Colleges agrees to send a copy of this agreement to the school officer participating in this project for his/her approval.

School officers should signify their approval of these arrangements by signing in the appropriate space below and identifying the appropriate individual to whom data should be released. Return this completed form to H. Wesley Perkins, Department of Anthropology and Sociology, Hobart and William Smith Colleges, Geneva, NY 14456.

The following Hobart and William Smith Colleges staff have administrative or research access to these data and agree to the terms described above.

System Administrators (for backup and server maintenance)		Research Access	
signature	date	Signature	date
Frank Bartels		David W. Craig	
		H. Wesley Perkins	

**Officer of School Agreement:**

I, \_\_\_\_\_ (please print name), \_\_\_\_\_ (please print title)  
of \_\_\_\_\_ (please print school name) agree to participate in this project and agree to the terms of disclosure described above.

I designate \_\_\_\_\_ (please print name) as a representative of my school to receive the survey results collected from my school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **STUDENT-ATHLETE SOCIAL NORMS SURVEY INSTRUCTIONS**

### **PREPARATION FOR WEB-BASED COMPUTER-LABORATORY SURVEYS**

1. After obtaining support for the survey from the appropriate departments at your institution you must have an administrative officer fill out and sign the institutional disclosure and waiver agreement. The form is attached to this document. An original signed copy must be returned before surveys can begin.
2. Create a schedule of 30 minute time blocks for survey administration. We recommend that you create enough time blocks for your entire student-athlete population to complete the survey with two evenings of extra time blocks for make-ups. For example, we run from 7-10pm providing six time blocks per evening. If you are using a lab of 30 computers and have 450 student athletes, you should schedule  $450/30 + 12$  extra blocks = 27 time blocks that could be spread out over four or five evenings. You should provide each team with several time slots so that student-athletes have a choice of times to attend a survey session. You should also schedule more than one team in each survey session so that it is clear to coaches and student-athletes that their team responses can not be identified by the time simply by when they took the survey. We provide coaches with time-slot sign-up sheets with space for a maximum of ten student-athletes from that team in any one time slot. The number of sign-up sheets is determined by the teams roster size. That way we can have three different teams, each contributing 10 athletes, during each session in a lab with 30 computers. Make sure that you have not scheduled a survey for a team on a game day.
3. Distribute your preliminary schedule to coaches and resolve any schedule conflicts.
4. Submit the survey schedule to Dr. David W. Craig at HWS ([craig@hws.edu](mailto:craig@hws.edu) or 315-781-3611) to obtain time-activated usernames and passwords.
5. Distribute survey time-slot sign-up sheets to coaches and have them introduce the survey at a team meeting to their athletes and have them sign up for a time that works for their schedule. See script below for the coaches.

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

This survey is part of a larger study asking student-athletes at several colleges and universities about attitudes and experiences in athletics 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 student-athletes and their academic and social lives.

Questions that ask about your perceptions of other student-athletes are referring to athletes at your school during the school term. 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 any particular question, you may leave it blank.

Sign-up sheets are provided for a time to take the survey. Just sign your name to the sheet with a time that will work with your schedule. Be sure to write your survey time and location into your schedule.

6. Students should not be required to enter a personal username and password. Even though the survey will not ask for names or any personal identifiers, the perception of anonymity may be lost if personal usernames are entered. If your campus requires a logon, then a generic logon user name with web browser use privileges should be created by your IT department and the computers pre-logged on before students arrive. All computers would be logged on using the same username and password. Thus, no athlete could be identified.

### **PROCEDURE FOR ADMINISTERING WEB BASED SURVEYS IN THE COMPUTER LAB ON SURVEY DAYS**

1. Prior to student arrival, the web browsers should be set to the survey logon url.
2. As students-athletes arrive at the computer laboratory, they check their names off the sign-up list so that reminders can be sent to those that missed their session for a makeup session time.
3. Lab monitors read the script (boxed insert on previous page) explaining the survey and why we need student participation at the beginning of each 30 minute time block.
4. Lab monitors publicly announce and write on a display board the username and password for that time block explaining that every student in that session will use the same username and password to ensure anonymity.
5. Student-athletes may begin the survey at this time.
6. When students complete the survey, the 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!**

**Data disclosure agreement, sample instructions, sample survey schedule grid, and sample sign-up sheets are attached to the following pages.**

**Sample Survey Schedule – Fall, 2005 HWS MVP Survey Schedule**

<b>Time\Date</b>	<b>Nov 6 Sunday Gulick 208</b>	<b>Nov 7 Monday Gulick 208</b>	<b>Nov 8 Tuesday Gulick 208</b>	<b>Nov 9 Wednesday Gulick 208</b>	<b>Nov 10 Thursday Gulick 208</b>	<b>Nov 11 Sunday Gulick 208</b>	<b>Nov 12 Monday Gulick 208</b>
<b>7-7:30pm</b>	Team 1 Team 4 Team 22	Team 2 Team 5 Team 23	Team 2 Team 6	Team 3 Team 7 Team 22	Team 2 TEAM 8 Team 24	Make-up Times TBA	Make-up Times TBA
<b>7:30-8om</b>	Team 9 Team 5 Team 10	Team 11 Team 11 Team 24	Team 12 Team 13 Team 24	Team 14 Team 2 Team 25	Team 3 TEAM 8 Team 22		
<b>8-8:30pm</b>	Team 15 Team 5 Team 22	Team 1 Team 16	Team 11 Team 16 Team 22	Team 17 Team 2 Team 23	Team 11 Team 10 Team 7		
<b>8:30-9pm</b>	Team 4 Team 2 Team 24	Team 9 Team 4 Team 24	Team 3 Team 4 Team 23	TEAM 8 TEAM 18 Team 24	Team 13 TEAM 18 Team 23		
<b>9-9:30pm</b>	Team 19 Team 4	Team 15 Team 19 Team 6	Team 20 Team 2	TEAM 8 H basketball Team 25	Team 13 Team 21		
<b>9:30- 10pm</b>	Team 11 Team 20 Team 25	Team 2 Team 20	Team 15 Team 21 Team 6	TEAM 8 Team 13 Team 25	Team 17 Team 13 Team 24		

# Survey of Student-Athlete Norms Team Sign-up Sheet

<b>TEAM:</b>	<b>LOCATION:</b>
<b>DATE:</b>	<b>TIME:</b>

This survey is part of a larger study asking student-athletes at several colleges and universities about attitudes and experiences in athletics 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 student-athletes and their academic and social lives.

Questions that ask about your perceptions of other student-athletes are referring to athletes at your school during the school term. 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 any particular question, you may leave it blank.

Sign-up sheets are provided for a time to take the survey. Just sign your name to the sheet with a time that will work with your schedule. Be sure to write your survey time and location into your schedule.

Name	Email
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	