

Gov. 1010 Final Survey Checklist

November 2019

Before Survey Distribution...

1 Must be included in the Introduction:

- 1.1 WHAT BASIC: You are being asked to take part in a course survey.
- 1.2 WHAT SPECIFIC: Topics, at least in general what the questions are about and length of survey
- 1.3 HOW SELECTED: How was this respondent selected?
- 1.4 WHO: First names of all group members
- 1.5 “If you have any questions about the survey please email us at...”
You can make a new email address for this, for example, Gov1010group5@gmail.com would work.
- 1.6 “If you have any concerns about this survey you may contact Chase Harrison, the course instructor, at charrison@gov.harvard.edu”
- 1.7 A thank you for participation
- 1.8 “By clicking Continue below you are consenting to take part in this survey.”

2 Included within the survey:

- 2.1 Responses cannot be required, only requested if people skip a question
 - 2.2 If using Qualtrics, the option to anonymize responses must be checked
- ### 3 Start building your survey, but wait for final approval from your TF on Assignment 4