

Date: _____

Dear Online Conferencing Student:

I am writing to request your participation in a study I am conducting here at _____. As you are aware more and more students are taking courses online. I am investigating the reasons students decide to continue or drop out of their online courses. I want to develop student interventions and remedial measures before they make the final decision to drop out. You can help.

Enclosed you will find a copy of a Pre-Course Survey and a Goal Orientation Index standardized test. Please take a few minutes to complete both instruments and return them in the self-addressed, stamped envelope I've provided. (Together they should require about 20 minutes to complete.) If you elect not to participate, you will not be penalized in any way. All of your responses will be anonymous.

Should you decide to participate, I will send you a short, Post-Course Survey for you to complete during the last week of the course. Please be assured, anonymity and confidentiality of all data is guaranteed.

If you have any questions about the study or the survey instruments, please feel free to contact me at the following e-mail address: igiles@polaris.____.edu. I want to thank you in advance for your participation and wish you good luck with your coursework.

Sincerely,

Inez M. Giles, Director
Distance Education Technologies

P.S. Please take a moment to sign and date the enclosed Consent Form. It signifies your acknowledgment that all participation is strictly voluntary