

References

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APPENDIX A:
EMAIL TO SAMPLE



VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

Residence Life
109 East Eggleston Hall
Blacksburg, Virginia 24061-0428
Office: (540) 231-6205
Fax: (540)231-5041
World Wide Web Page:
<http://www.studentprograms.vt.edu/>

August 27, 2004

Dear Hokie!

Welcome to Virginia Tech! My name is Dr. Gerry Kowalski, and I am the Director of Residence Life at Virginia Tech. I am writing to ask for your participation in a valuable research study being conducted by Adam Foley, Graduate Hall Director for East Ambler Johnston Hall.

The study asks for you to comment on your involvement in high school and what you got out of those experiences. Your identity will be concealed throughout the survey, which you can go online to complete in a matter of minutes.

Now, on to the benefits! In compensation for your participation in the survey, you have the option to be entered in a drawing to win one of four \$50 cash prizes.

Please click on or follow the link below, which will take you to a form further describing the survey. You will be prompted to enter your PID and password, and then given access. You will have until **September 10th** to complete the survey. If you have any questions, please feel free to contact Adam at foley@vt.edu. Thank you in advance for your timely participation in this study!

Click on the link: <https://survey.vt.edu/survey/entry.jsp?id=1089427082892>

Sincerely,

Dr. Gerard Kowalski
Director of Residence Life
Virginia Polytechnic Institute and State University

Adam Foley
Graduate Hall Director, East Ambler Johnston
Virginia Polytechnic Institute and State University

APPENDIX B:
FOLLOW-UP EMAIL



VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

Residence Life
109 East Eggleston Hall
Blacksburg, Virginia 24061-0428
Office: (540) 231-6205
Fax: (540)231-5041
World Wide Web Page:
<http://www.studentprograms.vt.edu/>

September 6, 2004

Dear Hokie!

A week ago I contacted you about a study we are conducting on your high school experiences. If you have already completed the online survey regarding those experiences, I thank you for your time. If you have not, I ask you again to please take a few minutes and complete this easy online survey.

By completing this survey, you are providing valuable research data which will be used to provide a better educational experience for future students.

Of course, don't forget about the chance to win a \$50 cash prize. All you need to do is fill out the survey by clicking on the link below. You will be asked to enter your Virginia Tech PID and password and then taken to the survey. I thank you for your time.

Click on the link: <https://survey.vt.edu/survey/entry.jsp?id=1089427082892>

Sincerely,

Dr. Gerry Kowalski
Director of Residence Life
Virginia Polytechnic Institute and State University

Adam Foley
Graduate Hall Director, East Ambler Johnston
Virginia Polytechnic Institute and State University

APPENDIX C:
MESSAGE TO BUILDING SUPERVISORS



VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

Residence Life
109 East Eggleston Hall
Blacksburg, Virginia 24061-0428
Office: (540) 231-6205
Fax: (540)231-5041
World Wide Web Page:
<http://www.studentprograms.vt.edu/>

September 15, 2004

Greetings Hall Supervisors!

I hope that all of you are enjoying the school year thus far, and are off to a great start. I am writing to request your assistance regarding a very important research project being conducted by Adam Foley, Graduate Hall Director for East Ambler Johnston Hall.

He is currently seeking electronic survey responses for a study he is conducting on the high school leadership experiences of first-year students. All of the students selected to participate in the study have already received an invitation to complete the online survey. The email they received outlined the process and explained the benefits.

Students were given a link to the survey website. Once this site is entered in their browser, they are prompted to enter their PID and password. This then takes them to the survey itself. It takes only ten minutes at the most to complete and is very simple. Once they have completed the survey, they also have the opportunity to enter a prize drawing for one of four \$50 cash prizes. The link is listed below:

<https://survey.vt.edu/survey/entry.jsp?id=1089427082892>

I am asking that you contact the RAs you supervise and encourage them to speak directly with the residents in their areas that have been selected to participate in the study. Because timing is important in this particular study, I ask that you speak with your RAs by Thursday, September 16th. The RAs will be receiving a letter from me asking them to contact the selected residents in their areas. Attached is a list of the students in your building who have been invited to participate in this study. Please share it with the RAs. RAs will receive this list as well so they will know which residents they should contact. Your staff can also remind them of the \$50 incentive they will be eligible to receive by completing the survey. To thank the your RAs you supervise for their help, they will also be eligible to enter the prize drawing if they contact their residents and encourage them to complete the survey.

Thank you for your time and cooperation with respect to this study. Should you have any questions, please do not hesitate to contact Adam at 2-1531 or foley@vt.edu.
Sincerely,

Dr. Gerry Kowalski
Director of Residence Life
Virginia Polytechnic Institute and State University

APPENDIX D

MESSAGE TO RESIDENT ADVISORS



VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

Division of Student Affairs/ Office of Student Programs

Residence Life
109 East Eggleston Hall
Blacksburg, Virginia 24061-0428
Office: (540) 231-6205
Fax: (540)231-5041
World Wide Web Page:
<http://www.studentprograms.vt.edu/>

September 15, 2004

Greetings Resident Advisors!

I hope that all of you are enjoying the school year thus far, and are off to a great start. I am writing to request your assistance regarding a very important research project being conducted by Adam Foley, Graduate Hall Director for East Ambler Johnston Hall.

He is currently seeking electronic survey responses for a study he is conducting on the high school leadership experiences of first-year students. All of the students who have been selected to participate in this study have already received an invitation to complete the online survey. The email they received outlined how to complete the survey and explained the benefits of doing so.

Students were given a link to the survey website. Once this site is entered in their browser, they are prompted to enter their PID and password. This then takes them to the survey itself. It takes only ten minutes at the most to complete and is very simple. Once they have completed the survey, they also have the opportunity to enter a prize drawing for one of four \$50 cash prizes. The link is listed below:

<https://survey.vt.edu/survey/entry.jsp?id=1089427082892>

I would like to ask that you speak directly with the residents who live in your community that have been selected to participate in the study. Please encourage them to complete the survey and remind them that they are eligible to enter a prize drawing for one of four \$50 prizes if they participate. Since this is a time-sensitive study, I am asking that you speak with your residents by Sunday, September 19th. Your Hall Supervisor will have the list of the students in your area who have been invited to participate in this study. This list and the information in it are confidential, so please do not share it with anyone else. To thank you for your assistance, if you speak with all those on the attached list who are in your community, you too will be eligible to enter the prize drawing. Once you have spoken with all your residents on the list, send Adam (foley@vt.edu) an email to let him know you have done so. He will then enter you in the drawing.

Thank you for your time and cooperation with respect to this study. Should you have any questions, please do not hesitate to contact Adam at 2-1531 or foley@vt.edu. Thank you.
Sincerely,

Dr. Gerry Kowalski
Director of Residence Life
Virginia Polytechnic Institute and State University

APPENDIX E
COMPLETE SURVEY INFORMATION

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Informed Consent for Participants

Welcome to this online survey. You are being asked to describe the leadership positions you held in high school and talk about what you learned from those positions. You will be asked for the position which was most significant to you, and then asked to comment on that experience. You are one of 200 first-year students completing this survey on the Virginia Tech campus.

By entering your PID and password at the bottom of this webpage, you will be taken to the only survey, where you will need to complete the questions asked of you. Directions are given for each section.

Once you have completed the survey, all you need to do is hit “submit”. You will then be taken to a page which will give you a chance to enter a drawing for two \$50 cash prizes, which will be awarded once the survey has closed. You will enter in your email address, and be emailed if you are a winner.

Your answers will remain confidential throughout the survey. Entering your PID and password is only used for access to the survey, and your information is not recorded in any way.

This research project has been approved, as required, by the Institutional Review Board for Research Involving Human Subjects at Virginia Polytechnic Institute and State University, by the Department of Educational Leadership and Policy Studies.

By entering your PID and password, you voluntarily agree to participate in this study and completely fill out the survey questions asked.

PID: []

Password: []

Student Leadership Outcomes Inventory

You have been identified as a first-year student at Virginia Tech. Please take about 10 minutes to complete this survey about your leadership experiences. Your individual responses will be kept confidential. As a token of appreciation for helping out, anyone who submits a completed survey by September 24, 2004 will have the option to be entered into a drawing for four \$50 cash prizes Thanks for participating. Please fill out the survey in its entirety before submitting.

Please start by thinking about the leadership experiences you had in high school. Next, think about the skills and attributes you gained as a result of those leadership experiences in high school. Then, indicate your level of agreement with each item below. Choose from a scale of 1 to 6, where 1 = "Strongly Disagree" and 6 = "Strongly Agree".

As a result of my leadership experiences in high school I increased my:

		(Strongly Disagree)					(Strongly Agree)
1. Ability to perform under pressure	1	2	3	4	5	6	
2. Ability to learn from my mistakes	1	2	3	4	5	6	
3. Ability to manage personal stress	1	2	3	4	5	6	
4. Ability to balance personal, academic and student life	1	2	3	4	5	6	
5. Ability to manage personal time	1	2	3	4	5	6	
		(Strongly Disagree)					(Strongly Agree)
6. Ability to establish priorities	1	2	3	4	5	6	
7. Ability to identify personal strengths and weaknesses	1	2	3	4	5	6	
8. Ability to understand the consequences of my actions	1	2	3	4	5	6	
9. Ability to achieve active listening (Understanding feeling and content of conversation)	1	2	3	4	5	6	
		(Strongly Disagree)					(Strongly Agree)
10. Ability to give constructive criticism to others	1	2	3	4	5	6	
11. Ability to receive constructive criticism from others	1	2	3	4	5	6	
12. Ability to express disagreement tactfully	1	2	3	4	5	6	
13. Ability to understand what is important to others	1	2	3	4	5	6	

14. Ability to influence others	1	2	3	4	5	6
15. Ability to supervise others	1	2	3	4	5	6
	(Strongly Disagree)			(Strongly Agree)		
16. Ability to form professional working relationships with the opposite gender	1	2	3	4	5	6
17. Ability to speak in public	1	2	3	4	5	6
18. Written communication ability	1	2	3	4	5	6
19. Ability to work as part of a group	1	2	3	4	5	6
20. Ability to identify strengths and weaknesses of others	1	2	3	4	5	6
	(Strongly Disagree)			(Strongly Agree)		
21. Ability to make formal presentations	1	2	3	4	5	6
22. Ability to speak extemporaneously (unrehearsed)	1	2	3	4	5	6
23. Ability to use diplomatic conflict resolution	1	2	3	4	5	6
24. Ability to negotiate for a desired outcome	1	2	3	4	5	6
25. Ability to use creative problem-solving	1	2	3	4	5	6
	(Strongly Disagree)			(Strongly Agree)		
26. Ability to use good judgment	1	2	3	4	5	6
27. Ability to perform calculated risk taking	1	2	3	4	5	6
28. Ability to critically examine my mistakes	1	2	3	4	5	6
29. Ability to make ethical decisions	1	2	3	4	5	6
30. Ability to make practical applications of knowledge/information	1	2	3	4	5	6
	(Strongly Disagree)			(Strongly Agree)		
31. Ability to develop compromises	1	2	3	4	5	6

32. Ability to assess the politics associated with issues	1	2	3	4	5	6
33. Ability to use critical thinking skills	1	2	3	4	5	6
34. Ability to build consensus within a group	1	2	3	4	5	6
35. Ability to delegate tasks to others	1	2	3	4	5	6
	(Strongly Disagree)			(Strongly Agree)		
36. Ability to promote/market events	1	2	3	4	5	6
37. Ability to plan activities/events	1	2	3	4	5	6
38. Ability to develop organization agendas	1	2	3	4	5	6
39. Ability to set deadlines	1	2	3	4	5	6
	(Strongly Disagree)			(Strongly Agree)		
40. Ability to run effective meetings	1	2	3	4	5	6
41. Ability to manage organization finances	1	2	3	4	5	6
42. Ability to manage multiple tasks	1	2	3	4	5	6
43. Ability to form a team to accomplish a goal	1	2	3	4	5	6
44. Ability to lead a group of people	1	2	3	4	5	6
	(Strongly Disagree)			(Strongly Agree)		
45. Ability to motivate other people	1	2	3	4	5	6
46. Ability to organize tasks	1	2	3	4	5	6
47. Ability to set long term goals	1	2	3	4	5	6
48. Ability to meet deadlines	1	2	3	4	5	6
49. Ability to understand organizational politics	1	2	3	4	5	6
	(Strongly Disagree)			(Strongly Agree)		
50. Ability to have self-confidence in my social skills	1	2	3	4	5	6
51. Ability to have self-confidence in my abilities	1	2	3	4	5	6

52. Ability to be assertive in my interactions with others	1	2	3	4	5	6
53. Ability to clarify my personal values	1	2	3	4	5	6
54. Ability to establish my personal code of ethics	1	2	3	4	5	6
	(Strongly Disagree)			(Strongly Agree)		
55. Ability to contribute positively to my overall high school experience	1	2	3	4	5	6
56. Ability to develop a sensitivity toward people who are different from me	1	2	3	4	5	6
57. Ability to develop respect for the rights of others	1	2	3	4	5	6
58. Ability to develop appreciation for different perspectives	1	2	3	4	5	6
59. Ability to increase my use of computer software (word processing, spreadsheets, etc.)	1	2	3	4	5	6
60. Ability to increase locating resources on the Internet	1	2	3	4	5	6

Please answer the following questions in order to better understand your experience.

61. **Sex:** (drop down menu) Male Female

62. **Age** (drop down menu) 18 19

63. **Ethnicity:** (drop down menu) Asian Bi-racial Black Hispanic Native America White Other

64. What student leadership experiences have you had in high school. Check all that apply

Student Council Member
 Student Council Officer
 Student Council State or Regional Officer
 National Honor Society
 National Honor Society Officer
 FFA Officer
 FBLA Officer
 Model United Nations

Yearbook Officer/ Newspaper
 Peer Mentor
 Peer Mediator
 Sports Captain
 Drama/Theater
 Debate Team/ Forensics
 Community Service Organization
 Band Officer
 Choir Officer
 Church Group
 Other (*Please describe*)

65. Describe your single most important student leadership experience in high school. (drop down menu)

Student Council Member
 Student Council Officer
 Student Council State or Regional Officer
 National Honor Society
 National Honor Society Officer
 FFA Officer
 FBLA Officer
 Model United Nations
 Yearbook Officer/ Newspaper
 Peer Mentor
 Peer Mediator
 Sports Captain
 Drama/Theater
 Debate Team/ Forensics
 Community Service Organization
 Band Officer
 Choir Officer
 Church Group
 Other (*Please describe*)

66. # of months spent in your primary leadership experience in high school: (drop down menu)

0-3 4-6 7-12 12-24 >24

67. average # hours per week spent on ALL high school affiliated organized co-curricular activity last year (student organizations, band, community service, church group, etc.): (drop down menu)

1-5 6-10 11-15 16-20 21-25 >25

68. # hours per week spent studying outside of class: (drop down menu)

1-5 6-10 11-15 16-20 21-25 >25

69. total # of leadership experiences prior to college attendance: (drop down menu)

70. Did you participate in any training in conjunction with your most recent or current leadership role? (drop down menu) YES NO

71. If so, describe the type of training you received (length of training - # hours, overnight stays, who attends training, who presents training, topics discussed, etc.)

[please click here to submit your survey]

THANK YOU for completing the survey! (c) 2000, M. Vann, VT, All rights reserved

THANK YOU!

Thank you very much for your participation in this study. If you would like to enter the drawing for the four \$50 cash prizes, please enter your email address below and hit “submit”. Please note that your address will be sent to me, but I will have no way of matching your email with your survey. If you have any questions, please feel free to contact me at

foley@vt.edu.

Thank you again, and welcome to Virginia Tech!

Email address:

APPENDIX F:

IRB APPROVAL

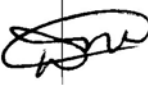
**Institutional Review Board**

Dr. David M. Moore
IRB (Human Subjects) Chair
Assistant Vice President for Research Compliance
CVM Phase II - Duckpond Dr., Blacksburg, VA 24061-0442
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29 June 2004

MEMORANDUM

TO: Joan Hirt
Adam Foley
ELPS (04302)

FROM: David M. Moore 

SUBJECT: IRB EXEMPTION APPROVAL – “Pre-College Leadership Skills of First-Year Students” – IRB #04-340

I have reviewed your request to the IRB for exemption for the above referenced project. I concur that the research falls within the exempt status. Approval is granted effective as of the date of this memorandum.

cc: files