

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY Office of Minority Engineering Programs

College of Engineering 215 Hancock Hall (540) 231-7404 Fax (540) 231-3031

June 4, 2001

Dr. Roger B. Winston, Jr. 402 Adrhold Hall University of Georgia Athens, GA 30602

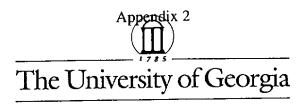
Dear Dr. Winston:

Per our phone conversation, I would like to thank you in advance for giving me permission to use the Academic Advising Inventory for my pilot research study. I am a doctoral student at Virginia Tech and I am interested in using your inventory for my dissertation. I am considering my research topic on "Advising Styles Preferred by African Americans in Engineering at Virginia Tech." Enclosed you will fine a \$10 check for a copy of the instructions manual. The copies of the instruments and manual can be mailed to my home address, 205 Prospect Street, Blacksburg, VA 24060.

I would like to thank you once again for all your help and your permission to use this instrument. I look forward to communicating with you soon.

Sincerely

Melendez O. Byrd Enclosure



<u>octoral Degree Programs</u>
Counseling Psychology
Student Affairs Administration

College of Education
Department of Counseling and Human Development Services

Masters Degree Programs
College Student Affairs Administration
Community Counseling
Rehabilitation Counseling
School Counseling

June 13, 2001

Mr. Melendez O. Byrd
Office of Minority Engineering Programs
College of Engineering
215 Hancock Hall (0275)
Virginia Tech
Blacksburg, VA 24061

Dear Mr. Byrd:

Enclosed is a copy of the AAI, another form of the Prescripti ve-Developmental scale which may be used to assess what students want, and a copy of the manual.

As a matter of fact, a dissertation was done at Virginia Tech a few years ago. The name of the student escapes me, but his major professor was Dr. Don Creamer, who is still at Virginia Tech. Dr. Creamer is an acknowledged expert in the area of academic advising; he may be of assistance to you as you work on your dissertation.

Roger B. Winston, Jr., Ph.D. Professor

# VIRGINIA TECH'S INFORMED CONSENT FORM TO CONDUCT RESEARCH INVOLVING HUMAN SUBJECTS

(Request to Institutional Review Board to Conduct Research Involving Human Subjects)

Title of Research:

Advising Styles Preferred by African-American

Engineering Students at Virginia Tech.

Principal Investigators:

Melendez O. Byrd

#### PURPOSE OF RESEARCH:

This research is being conducted as part of the requirements for my research for my dissertation. Its purpose is to explore, identify, and examine the Advising Styles preferred by engineering students in the College of Engineering at Virginia Tech. It is intended that this study will provide the groundwork for the development of a conceptual model that has implications for improving, retaining, and graduating African-Americans.

#### **PROCEDURES:**

The purpose of the Academic Advising Inventory is to allow us to evaluate the academic advising program in the College of Engineering at Virginia Tech. The AAI takes approximately 20 minutes. Your honest and careful response is necessary if we are to improve the quality of academic advising here. The findings will be used to gain insight how some engineering students prefer to be advised in the College of Engineering.

## ANONYMITY AND CONFIDENTIALITY:

The researcher will not release any information that can identify you. All information will be kept strictly confidential. The researcher will at no time release names or any other identifiable information regarding the participants. If information were released, pseudonyms would be used. As a way of securing anonymity, the information that is provided can also be assigned a code. For this study, complete confidentiality is required to protect the privacy of all participants' records.

#### **RISKS AND BENEFITS:**

Participants in this project will help the university get a better understanding of the learning activities, resources, services and programs that students perceive as affecting their academic performance. It is hoped that the participant's records in this project will assist the University in its efforts to strengthen and augment those successful programs and activities. There are no risks related to this study. Participants that are believed to need advising or personal counseling will be referred to appropriate resources. For participation, each student will receive "No" compensation after fulfilling all the requirements of the study.

#### FREEDOM TO WITHDRAW:

Students are free to remove themselves from the study at any time.

#### CONSENT:

Attached is the consent form for students.



#### Institutional Review Board

Dr. David M. Moore IRB (Human Subjects) Chair Assistant Vice Provost for Research Compliance CVM Phase II - Duckpond Dr., Blacksburg, VA 24061-0442 Office: 540/231-4991; FAX: 540/231-6033 e-mail: moored@vt.edu

DATE February 18, 2002

MEMORANDUM

TO:

Bevlee Watford Dean - Engineering 0275

Melendez Byrd OMEP 0275

FROM:

David M. Moore

SUBJECT:

IRB EXEMPTION APPROVAL – "Advising Styles Preferred by African American Students in the College f Engineering" – IRB #02-079

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 February 14, 2002.

cc:File

Department Reviewer: Bevlee Watford



#### VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

#### Office of Minority Engineering Programs

College of Engineering 215 Hancock Hall (540) 231-7404 Fax (540) 231-1831

## **MEMORANDUM**

TO:

African American Engineering Students

FROM:

Office of Minority Engineering Programs

DATE:

May 2, 2002

SUBJECT:

Survey for African American Students at Virginia Tech

All African American engineering students will receive an online survey on the Current and Preferred Advising Styles of African American Students in The College of Engineering. The survey will be accessed via the Internet and takes between 15-20 minutes. You can access the survey at the url:

## http://www.multimedia.vt.edu/melendez/consent.htm

This research is being conducted with the intention of providing the groundwork for the development of a conceptual model that has implications for improving, retaining, and graduating African Americans in The College of Engineering.

An incentive of \$100 will be given to the first student who completes the survey online. Another random drawing of all students who complete the survey will award \$100. Our goal is to have 100% participation.

Please be on the look out for the survey, and remember your honest feedback could make a change. We truly appreciate your time and thanks in advance for your support.

If you have questions or have not received information about the survey, please contact Melendez O. Byrd at <a href="mbyrd@vt.edu">mbyrd@vt.edu</a>.

To: mbyrd

From: "Melendez O. Byrd" <mbyrd@vt.edu>

Subject: I Need Your Help, You can win \$100 twice

Cc: Bcc: AAI Attached:

Hello my name is Melendez O. Byrd and I work in the Office of Minority Engineering Programs (OMEP), and I am a doctoral student; my goal is to finish my degree by this summer, but I need your help. I am doing my research on <u>Advising Styles Preferred by Students in Engineering</u>. This research is being conducted as part of the requirements for my research for my dissertation. It is intended that this study will provide the groundwork for the development of a conceptual model that has implications for improving, retaining, and graduating African Americans in the College of Engineering.

The survey is posted online at

The url: http://www.multimedia.vt.edu/melendez/consent.htm

The survey is accessed via the Internet at the above url: address and takes between 10 - 15 minutes. Once you click on the above web address this will take you to the consent form page. Once you consent to do the Survey click the Hyperlink "I AGREE," and complete the survey.

An incentive of \$100 will be given to the first student who completes the survey. I will also have a random drawing where a student who completes the survey will WIN \$100. We have 217 African American students in the College of Engineering; my goal is to have 100% participation, to improve retention.

Remember your honest feedback could make a change. If you have any questions please do not hesitate to contact me. I truly appreciate your time and thanks in advance for all your help.

To: mbyrd

From: "Melendez O. Byrd" <mbyrd@vt.edu> Subject: I Need Your Help, You can win \$100

Cc:

Bcc: AAl2nd Attached:

Hello my name is Melendez O. Byrd and I work in the Office of Minority Engineering Programs (OMEP), and I am a doctoral student; my goal is to finish my degree by this summer, but I need your help. This is my second time sending the survey and I did not get as many responses that I needed to help towards my research.

Please click on the link below to complete my survey that takes a little over 10 minutes:

http://www.multimedia.vt.edu/melendez/consent.htm

I will have an incentive of a random drawing where a student who completes the survey will <u>WIN \$100</u>. We have 217 African American students in the College of Engineering; my goal is to have 100% participation, to improve retention.

I am doing my research on <u>Advising Styles Preferred by Students in Engineering</u>. This research is being conducted as part of the requirements for my research for my dissertation. It is intended that this study will provide the groundwork for the development of a conceptual model that has implications for improving, retaining, and graduating African Americans in the College of Engineering.

The survey is posted online at

The url: http://www.multimedia.vt.edu/melendez/consent.htm

The survey is accessed via the Internet at the above url: address and takes between 10 - 15 minutes. Once you click on the above web address this will take you to the consent form page. Once you consent to do the Survey click the Hyperlink "I AGREE," and complete the survey.

Remember your honest feedback could make a change. If you have any questions please do not hesitate to contact me. I truly appreciate your time and thanks in advance for all your help.

To: mbyrd

From: "Melendez O. Byrd" <mbyrd@vt.edu> Subject: College of Engineering Students

Cc:

Bcc: AAlWhite, AAlWhite2

Attached:

Hello my name is Melendez O. Byrd and I work in the College of Engineering. I am also a doctoral student; my goal is to finish my degree by this summer, but I need your help. I am doing research on the <u>Current and Preferred Advising Styles of Engineering Students at VA Tech.</u> This research is being conducted as part of the requirements for my research for my dissertation. It is intended that this study will provide the groundwork for the development of a conceptual model that has implications for improving, retaining, and graduating engineering students.

The survey is posted on-line. Please click on the link below to complete my survey that takes a little over 10 minutes:

The url: http://www.multimedia.vt.edu/melendez/consent.htm

The survey is accessed via the Internet at the above url: address and takes between 10 - 15 minutes. Once you click on the above web address this will take you to the consent form page. Once you consent to do the Survey click the Hyperlink "I AGREE," and complete the survey.

Remember your honest feedback could make a change, with your communication with your professors. If you have any questions please do not hesitate to contact me. I truly appreciate your time and thanks in advance for all your help.

## **CONSENT FORM IRB02079**



#### Title of Research:

Advising Styles Preferred By Engineering Students at Virginia Tech.

### Principal Investigators:

Melendez O. Byrd, Minority Engineering Programs

#### PURPOSE OF RESEARCH:

This research is being conducted as part of the requirements for my research for my dissertation. Its purpose is to explore, identify, and examine the Advising Styles preferred by students in the College of Engineering at Virginia Tech. It is intended that this study will provide the groundwork for the development of a conceptual model that has implications for improving, retaining, and graduating students in the College of Engineering.

#### PROCEDURES:

The purpose of the Academic Advising Inventory (AAI) is to allow us to evaluate the academic advising program in the College of Engineering at Virginia Tech. The AAI takes approximately 20 minutes. Your honest and careful response is necessary if we are to improve the quality of academic advising here. The findings will be used to gain insight into how Engineering students are being advised, as well as show how students prefer to be advised in the College of Engineering.

## ANONYMITY AND CONFIDENTIALITY:

The researcher will not release any information that can identify you. All information will be kept strictly confidential. The researcher will at no time, release names or any other identifiable information regarding the participants. If information were released, pseudonyms would be used. As a way of securing anonymity, the information that is provided can also be assigned a code. For this study, complete confidentiality is required to protect the privacy of all participants' records. \*Please note that it is extremely important that you answer every question and that you enter your email address as your Identifier so that you can be entered into the \$100 random drawing. All e-mails will be destroyed 30 days after the data has been received.

## RISKS AND BENEFITS/Voluntary Participation:

Participants in this project will help the university get a better understanding of the learning activities, resources, services and programs that students perceive as affecting their academic performance. It is hoped that the participant's records in this project will assist the University in its efforts to strengthen and augment those successful programs and activities. There are no risks related to this study. Your participation is completely voluntary. Students are free to remove themselves from the study at any time. Please note that Virginia Tech's Institutional Review Board (IRB) has approved this research study IRB #02-079.

By clicking on the "I agree" hyperlink below, you voluntarily agree to participate in the study and acknowledge that you have read and understand the above information. If you have questions about this information before completing the survey, please contact Melendez O. Byrd or Dr. David Hutchins at the address below. I would like to thank you in advance for all your help.

#### **I AGREE**

Melendez O. Byrd 215 Hancock Hall Blacksburg, VA 24061 540-231-4542 mbyrd@vt.edu Dr. David Hutchins 310 East Eggleston Blacksburg, VA 24061 540-231-9703 dhutch@vt.edu

# ACADEMIC ADVISING INVENTORY



e-mail	(	i.e name@vt.edu)
had more than one advisor or have been in There are 14 pairs of statements in Part I. (	i more thar (1) Decide ved this ye	lvisor approach academic advising. Even if you have none type of advising situation this year.  which one of the two statements most accurately ear, and then (2) decide how accurate or true that
My advisor is Interested in helping me learn how to find out about courses and programs for myself.  CACBCCD very trueslighlty true	OR	My advisor tells me what I need to know about academic courses and programs.  CEFFGH slightly truevery true
My advisor tells me what would be the best schedule for me.  CACBCCD very trueslighlty true	OR	My advisor suggests important considerations in planning a schedule and then gives me responsibility for the final decision.  CECFCGCH slightly truevery true
My advisor and I talk about vocational opportunities in conjunction with advising  CACBCCD  very trueslighty true	OR	My advisor and I do not talk about vocational opportunities in conjunction with advising.  CECFCGCH slightly true——very true
My advisor shows an interest in my outside-of-class activities and sometimes suggests activities.  CACBCCD very trueslightty true	OR	My advisor does not know what I do outside of class.  CECFCGCH slightly truevery true
My advisor assists me in identifying realistic academic goals based on what I		My advisor identifies realistic academic goals for me based on my test scores and

advisor tells me my alternatives and which one is the best choice.  CACBCCD  very true———slighlty true  My advisor does not know who to contact about other-than-academic problems.  CACBCCD  very true———slighlty true  My advisor does not know who to contact about other-than-academic problems.  OR  Very true———slighlty true  My advisor gives me tips on managing my time better or on studying more effectively when I seem to need them.  CACBCCD  very true———slighlty true  My advisor does not spend time giving more tips on managing my time better or on studying more effectively.  CECFCGCH  slightly true———very true  My advisor does not spend time giving more tips on managing my time better or on studying more effectively.  CECFCGCH  slightly true——very true	know about myself, as well as about my test scores and grades.  CACBCCD  very trueslighlty true	OR	grades.  CECFCGCH slightly truevery true
advisor tells me my alternatives and which one is the best choice.  CACBCCD  Very true——slightty true  My advisor does not know who to contact about other-than-academic problems.  CACBCCD  Very true——slightty true  My advisor gives me tips on managing my time better or on studying more effectively when I seem to need them.  CACBCCD  Very true——slightty true  My advisor those who to contact about other-than-academic problems.  OR  CACBCCD  Wary true——slightty true  My advisor does not spend time giving my tips on managing	CACBCCCD	OR	myself for classes.
about other-than-academic problems.  OR  OR  OR  OR  OR  OR  OR  OR  OR  O	advisor tells me my alternatives and which one is the best choice.  CACBCCD	OR	alternatives and in considering the consequences of choosing each alternative.
time better or on studying more effectivfely when I seem to need them.  OR  CACBCCD very true——slightly true  My advisor tells me what I must do in order to be advised.  CACBCCD very true——slightly true  My advisor suggests what I should major in.  OR  tips on managing my time better or on studying more effectively.  CECFCGCH slightly true——very true  My advisor and I discuss our expectations of advising and of each other.  OR  CECFCGCH slightly true——very true  My advisor suggest steps I can take to help me decide on a major.  OR  CECFCGCH  CECFCGCH  CECFCGCH	about other-than-academic problems.	OR	other-than-academic problems.
order to be advised.  OR  OR  Very trueslightty true  My advisor suggests what I should major in.  OR  OR  OR  OR  OR  OR  My advisor suggest steps I can take to help me decide on a major.  OR  OR  OR  OR  OR  OR  OR  OR  OR  O	time better or on studying more effectivitely when I seem to need them.	OR	studying more effectively.
in.  help me decide on a major.  OR  CACBCCCD  CECFCGCH	order to be advised.	OR	CECFCGCH
	in.	OR	help me decide on a major.

My advisor uses test scores and grades to let him or her know what courses are most appropriate for me to take.

My advisor and I use information, such as test scores, grades, interests, and abilities to determine what courses are most

CACBCCD very trueslightty true	OR	CECFCGCH slightly truevery true
My advisor talks with me about my other-than-academic interests and plans.  CACBCCD very trueslighlty true	OR	My advisor does not talk with me about interest and plans other than academic ones.  CECFCGCH slightly truevery true
My advisor keeps informed of my academic progress by examining my files and grades only.  CACBCCD  very trueslightty true	OR	My advisor keeps informed of my academic progress by examining my files and grades and by talking to me about classes.  CECFCGCH slightly truevery true

## Part II

Considering the academic advising you have participated in at this college this year, respond to the following five statements on the answer sheet using the code below.

	Strongly Disagree	Disagree	Agree	Strongly Agree
I am satisifed in general with the academic advising I have received.	۲	C	C	C
I have received accurate information about courses, programs, and requirements through academic advising.	C	r	C	r
Sufficient prior notice has been provided about deadlines related to college policies and procedures.	C	r	r	۲
Advising has been available when I needed it.	r	r	<u></u>	۲
Sufficient time has been available during advising sessions.	r	r	C	r

### Part III

Part III of the Inventory concerns how you view the IDEAL academic advisor. You are to choose the one statement from each pair that best describes, in your opinion, the IDEAL academic advisor (that is, what you would want an advisor to be like). This is not an evaluation of your present or past advisor at this college.

I would like my IDEAL advisor to tell me I would like my IDEAL advisor to be what I need to know about academic interested in helping me learn how to find courses and programs out about courses and programs for OR myself. CECFCGCHslightly important-----very important CACBCCCD very important-----slighlty important My IDEAL advisor suggests important I would like my IDEAL advisor to tell me considerations in planning a schedule and what would be the best schedule for me. then gives me responsibility for the final decision. CACBCCCDOR very important-----slighlty important CECFCGCHslightly important----very important My IDEAL advisor and I do not talk about My IDEAL advisor and I talk about vocational opportunities in conjunction vocational opportunities in conjunction with advising. with advising. OR CECFCGCHCACBCCCDslightly important----very important My IDEAL advisor does not know what I My IDEAL advisor shows an interest in do outside of class. my outside-of-class activities and sometimes suggests activities. OR CECFCGCHslightly important-----very important CACBCCCDvery important-----slighlty important My IDEAL advisor identifies realistic My IDEAL advisor assist me in identifying academic goals for me based on my test realistic academic goals based on what I scores and grades. know about myself, as well as about my OR test scores and grades. CFCFCGCHslightly important-----very important CACBCCCDvery important-----slighlty important My IDEAL advisor teaches me how to My IDEAL advisor registers me for my register myself for classes. classes. OR CECFCGCHCACBCCCDslightly important----very important very important-----slighlty important

OR

When I'm faced with difficult decisions my

IDEAL advisor tells me my alternatives

and which one is the best choice.

CACBCCCD

When I'm faced with difficult decisions, my

IDEAL advisor assists me in identifying

alternatives and in considering the

consequences of choosing each

alternative.

very	important	tslighlty	important
------	-----------	-----------	-----------

CECFCGCH slightly important—very important

My *IDEAL* advisor does not know who to contact about other-than-academic problems.

OR

My *IDEAL* advisor knows who to contact about other-than-academic problems.

CACBCCCD
very important-----slighty important

CECFCGCH slightly important-----very important

My *IDEAL* advisor gives me tips on managing my time better or on studying more effectively when I seem to need them.

OR

My *IDEAL* advisor does not spend time giving me tips on managing my time better or on studying more effectively.

CACBCCCD
very important-----slightly important

CECFCGCH slightly important-----very important

My IDEAL advisor tells me what I must do in order to be advised.

OR

My *IDEAL* advisor and I discuss our expectations of advising and of each other.

CACBCCCD
very important-----slightly important

CECFCGCH slightly important-----very important

My *IDEAL* advisor suggests what I should major in.

OR

My *IDEAL* advisor suggest steps I can take to help me decide on a major.

CACBCCCD

very important-----slightly important

CECFCGCH slightly important-----very important

My *IDEAL* advisor uses test scores and grades to let him or her know what courses are most appropriate for me to take

OR

My *IDEAL* advisor and I use information, such as test scores, grades, interests, and abilities to determine what courses are most appropriate for me to take.

CACBCCCD
very important——slightly important

CECFCGCH slightly important-----very important

My *IDEAL* advisor talks with me about my other-than-academic interests and plans.

OR

My IDEAL advisor does not talk with me about interest and plans other than academic ones.

CACBCCCD
very important-----slightly important

CECFCGCH slightly important—very important

My IDEAL advisor keeps informed of my academic progress by examining my files

My IDEAL advisor keeps informed of my academic progress by examining my files

and grades only.		and grades and by talking to me about classes.		
CACBCCCD very importantslighlty important	OR	CECFCGCH slightly important——very important		
Part IV				
What is your gender?				
C male				
What is your cultural/racial background?				
<ul> <li>White/Caucasian</li> <li>Black/African American</li> <li>American Indians or Alaskan</li> <li>Asian or Pacific Islanders</li> <li>Hispanic Origin</li> <li>Other race</li> </ul>				
What was your age at your last birthday?				
C 18 or younger C 19 C 20 C 21 C 22 C 23 C 24 C 25 or older				
What is your academic class standing?				
<ul><li>Freshman</li><li>Sophomore</li><li>Junior</li><li>Senior</li></ul>		· .		

<ul><li>Irregular or Transient Student</li><li>Other</li></ul>
What is your current engineering major?
(Click here to choose)
Pick the numeric value that can best represent your overall QCA?
(Click here to choose) _ (4.0 scale)
Which of the following best describes the majority of the academic advising you have received this year? Select only one.
Advised individually by assigned advisor at an advising center  Advised individually by any available advisor at an advising center  Advised individually, not through an advising center  Advised with a group of students
Advised by a peer (student) advisor  Advised in conjunction with a course in which I was enrolled  Advised by an indvidual at the Office of Minority Engineering Programs (OMEP)  Advised by an indivdual at the Center for Academic Enrichment and Excellence (FOCUS)  Advised in a manner other than the alternatives described above  No advising received
Which statement best describes your relationship with your assigned Faculty Academic Advisor? Select only one.
<ul> <li>Communicate Well With My Faculty Academic Advisor</li> <li>My Faculty Academic Advisor Understands Me</li> <li>My Faculty Academic Advisor Does Not Understand Me</li> <li>✓ I Have Problems Communicating With My Faculty Academic Advisor</li> </ul>
Which statement best describes your relationship with your assigned Faculty Academic Advisor? Select only one.
<ul> <li>I enjoy visiting my assigned Faculty Academic Advisor</li> <li>I do not mind visiting my Faculty Academic Advisor</li> </ul>

C I do not enjoy visiting my assigned Faculty Academic Advisor
 C I avoid visiting my assigned Faculty Academic Advisor

Approximately how much time was generally spent in each advising session?

- C less than 15 minutes
- C 15 30 minutes
- C 31 45 minutes
- C 46 60 minutes
- C more than 1 hour

How many academic advising sessions in total have you had this year?

(Click here to choose) -

Submit Survey

This questionnaire was created using Perseus SurveySolutions.

Subject: Project ID: Academic Advising Inventory To: mbyrd@vt.edu

This e-mail is the result of a web survey and is intended for use with Perseus SurveySolutions for the Web. You can use SurveySolutions to process these results to build a database, to generate tables and charts analyzing that database and also to print out individual responses as completed questionnaires (see Database/Profile Records).

```
p1q01 = 2
  p1q02 = 8
  p1q03 = 6
  p1q04 = 6
  p1q05 = 6
  p1q06 = 8
 p1q07 = 7
 p1q08 = 6
 p1q09 = 2
 p1q10 = 6
 plq11 = 7
 p1q12 = 7
 plq13 = 6
 p1q14 = 5
 p2 1 = 3
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p2_3 = 4
 p2_4 = 4
 p2_5 = 3
 p3q20 = 8
 p3q21 = 8
 p3q22 = 8
 p3q24 = 7
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 p3q26 = 8
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 p3q29 = 7
p3q30 = 8
p3q31 = 8
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p3q33 = 7
p3q34 = 8
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p4q36 = 3
p4q37 = 3
p4q38 = 1
p4q39 = 2.7
p4q40 = 3
p4q41 = 2
p4q42 = 2
p4q43 = 1
p4q44 = 4
p4q45 = 1
pid 1 = \cdot
               2vt.edu
PDCPDCProjectID = Academic Advising Inventory
PDCPDCAppVer = 3.00.57
HTTP_USER_AGENT = Mozilla/4.0 (compatible; MSIE 5.0; Windows 95; DigExt)
REMOTE\_ADDR = 209.244.224.167
REMOTE HOST =
REMOTE USER =
```