

Page 1 - Permissions

Project Title: Bridging the 'Articulation of Skills' Gap

Principal Investigator:

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This study is being conducted by Professor Jill Tomasson Goodwin and a research team at the University of Waterloo. The purpose of this study is to learn more about your ability to draw connections between, and articulate the integration of what you learned while completing this course with how you have developed personally and as a member of a team. You will also be asked to answer demographic questions (e.g., faculty, year).

The survey will take no more than 10-15 minutes of your time.

In appreciation of the time you have given to this study, you can enter your name into a draw for **1 of 5 cash prizes valued at \$100** each. Your odds of winning one of the 5 prizes are based on the number of individuals who participate in the study. We expect that approximately 350 individuals will take part in the study, so there is approximately a 1 in 70 chance to win the prize. Information collected to draw for the prizes will not be linked to the study data in any way, and this identifying information will be stored separately, and destroyed after the prizes have been provided. The amount received is taxable. It is your responsibility to report this amount for income tax purposes.

This survey uses SurveyMonkey (TM) whose computer servers are located in the USA, so USA authorities under provisions of the Patriot Act may access this survey data (similar to provisions that cover Facebook and Google). If you do not wish to participate using SurveyMonkey, we ask that you do not consent to this study. Because the interest of this study is in the average responses of the entire group of participants, you will not be identified individually in any way in any written reports of this research. The web site is programmed to collect responses alone and will not collect any information that could potentially identify you (such as IP addresses or machine identifiers).

Participation in this study is voluntary. You may decline to participate in any portion of the study if you wish to do so. Further, you may decide to withdraw from this study at any time without any negative consequences by advising the researcher. All information you provide is considered completely confidential. Your name will not appear in any paper or report resulting from this study; however, with your permission, anonymous quotations may be used. Data collected during this study will be retained indefinitely. Only researchers associated with this project will have access. We have not identified any risks in participating in this study.

If you have any questions regarding this study, or would like additional information to assist you in reaching a decision about participation, please contact us by email at jtomasso@uwaterloo.ca (Jill Tomasson Goodwin).

We would like to assure you that this study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics committee. However, the final decision about participation is yours. If you have any comments or concerns resulting from your participation in this study, please contact Dr. Maureen Nummelin of this office at 519-888-4567 Ext. 36005 or maureen.nummelin@uwaterloo.ca.

Thank you in advance for your assistance in this project.

Sincerely,

Jill Tomasson Goodwin

jtomasso@uwaterloo.ca

CONSENT TO PARTICIPATE

With full knowledge of all foregoing, I agree, of my own free will, to participate in this study.

[insert radio button] Yes, I consent to participate in this study.

[insert radio button] Yes, I agree to allow quotations that I have written in this survey to be used in the study anonymously.

[insert radio button] No, I do not consent to participate in this study.

Page 2 - Custom identifier

Q: Have you taken any of these courses in Winter 2016?

- DAC 309
- ENGL 303
- SpCom 300
- SpCom 420
- Drama 307
- Drama 407

Yes

No

If Y, send to Thank You page

If N, continue with survey

Page 3 - Demographics

Q: Please indicate your year of study

- 1A
- 1B
- 2A
- 2B
- 3A
- 3B
- 4A
- 4B

Q: How many co-op terms have you completed?

A: drop down menu, choices 0-8 OR skip choice, if not in co-op

Q: What faculty are you in? (check all that apply)

- AHS
- Arts
- Engineering
- Environment
- Math
- Science

Q: Please indicate your gender

- Female
- Transgender
- Male

Page 4 - Self-assessment of core competencies

Employers value professional skills, such as the ability to:

- communicate well in writing and speaking
- exercise personal initiative
- exercise personal responsibility and accountability (work ethic)
- deal well with others (interpersonal communication)
- facilitate teamwork and manage team relationships
- make informed decisions
- solve problems
- think critically

Q: Have you had an opportunity to talk about any of these professional skills?

Yes

No

Q: Have you had an opportunity to write about any of these professional skills?

Yes

No

Q: Please indicate how you would rate your skill level for the following professional skills:

Beginning: You've started to find opportunities to develop skills related to this competency.

Developing: You're practicing your competencies in the workplace, classroom and in daily life, and often think about how to develop this skill.

Accomplished: You've reached your competency goals and are always thinking about opportunities to use this skill.

Exemplary: You're a master—you completely understand your competencies and are constantly using them in all areas of your life.

Not applicable: You haven't had an opportunity to work on this skill.

Competency	Beginning	Developing	Accomplished	Exemplary	Not applicable
Oral communication					
Written communication					
Personal					

initiative					
Work ethic					
Interpersonal communication					
Leadership					
Teamwork					
Decision-making					
Problem solving					
Critical thinking					

[NOTE: the following 10 questions will be randomized. Students will only receive 2 of the 10. I think we then use skip logic - randomly generate, when 2 are answered, send to thank you page.]

Page 5 - BBI Q1: Oral Communication

In the last 6 months, describe a situation where you successfully communicated, verbally, your opinion to others.

Q1: Describe the situation that you were in.

Q2: Describe the action(s) you took to successfully communicate your opinion.

Q3: Describe the outcome of your action(s), e.g. How did the situation end? What did you accomplish? What did you learn?

Page 6 - BBI Q2: Teamwork

In the last 6 months, describe a teamwork situation in which you actively contributed to help your team complete a project.

Q1: Describe the situation that you were in.

Q2: Describe the action(s) you took to actively contribute in helping your team complete the project.

Q3: Describe the outcome of your action(s), e.g. How did the situation end? What did you accomplish? What did you learn?

BBI Q3: Personal initiative

In the last 6 months, describe a time when you showed personal initiative by starting a task or project independently.

Q1: Describe the situation that you were in.

Q2: Describe the action(s) you took that showed personal initiative in this situation.

Q3: Describe the outcome of your action(s), e.g. How did the situation end? What did you accomplish? What did you learn?

BBI Q4: Work Ethic

In the last 6 months, describe a situation in which you met an assigned deadline.

Q1: Describe the situation that you were in.

Q2: Describe the action(s) you took to meet your deadline.

Q3: Describe the outcome of your action(s), e.g. How did the situation end? What did you accomplish? What did you learn?

BBI Q5: Decision making

In the last 6 months, describe, step by step, how you made an important decision.

Q1: Describe the situation that you were in.

Q2: Describe the action(s) you took to successfully make your decision.

Q3: Describe the outcome of your action(s), e.g. How did the situation end? What did you accomplish? What did you learn?

BBI Q6: Critical thinking

In the last 6 months, describe how you used critical thinking to successfully meet a challenge that you faced.

Q1: Describe the situation that you were in.

Q2: Describe the critical thinking steps you took to successfully meet this challenge.

Q3: Describe the outcome of your action(s), e.g. How did the situation end? What did you accomplish? What did you learn?

BBI Q 7: Problem solving

In the last 6 months, describe the steps you took to solve a pressing problem that you faced.

Q1: Describe the situation that you were in.

Q2: Describe the action(s) you took to successfully communicate your opinion.

Q3: Describe the outcome of your action(s), e.g. How did the situation end? What did you accomplish? What did you learn?

BBI Q8: Written communication

In the last 6 months, describe how something that you wrote successfully communicated your opinion.

Q1: Describe the situation that you were in.

Q2: Describe the action(s) you took to successfully communicate your opinion.

Q3: Describe the outcome of your action(s), e.g. How did the situation end? What did you accomplish? What did you learn?

BBI Q9: Interpersonal communication

In the last 6 months, describe a situation in which you responded well to another person's constructive criticism about something you said or did.

Q1: Describe the situation that you were in.

Q2: Describe the action(s) you took to successfully communicate your opinion.

Q3: Describe the outcome of your action(s), e.g. How did the situation end? What did you accomplish? What did you learn?

BBI Q10: Leadership

In the last 6 months, describe a teamwork situation in which you diffused relational conflict amongst fellow team members.

Q1: Describe the situation that you were in.

Q2: Describe the action(s) you took to successfully diffuse the relational conflict.

Q3: Describe the outcome of your action(s), e.g. How did the situation end? What did you accomplish? What did you learn?

Last Page - Thank You

Thank you for taking this survey! The results will be used to help improve student learning at the University of Waterloo and elsewhere.

With your agreement, we would also like to contact you at a future point to invite you to speak with us about your experiences in this course.

Agreeing to be contacted does not obligate you to take part in any study. Your name and contact details will be available only to members of the research team. This information will be securely stored at the Centre for Teaching Excellence on a password protected computer for a period of 2 years, at which point the information will be deleted. You may change your mind at any time and request that your name and contact details be deleted from our records. Please note that before any of our studies are conducted, they are reviewed and they receive ethics clearance through Waterloo's Office of Research Ethics.

Yes, I agree to be contacted to speak further about my experiences in this course. I am aware that my agreement now does not obligate me to take part in any studies, and that at any time I may request that my name and contact information be deleted by contacting the researchers.

No

With your agreement, we may quote your anonymized answers in our research results.

Yes

No

Would you like to be entered in a draw to potentially win a \$100 prize (1 out of 2 prizes)?

Yes

No

Please provide your contact information so that, with your permission, we can follow up, or we can let you know if you've won one of the prizes.

Name:

Email Address:

Phone Number: