

Questionnaire Planning Guide



In this project, you will put your question writing and data analysis skills to the ultimate test with a real survey. You will create and administer a questionnaire to a random sample. Your questionnaire may be about a social issue (like human trafficking), a political issue (like school funding), a community issue (like crime) or a school issue (like dress code). Select a topic that you feel passionate about and the results might be more meaningful.

Select at least four questions (using different question types) and use this planning guide to outline your study. Once approved, you can create your questionnaire on a word processor or an online program like *Survey Monkey* or *Google Forms*. You will then analyze the survey results for each question AND write a report.

Topic / Purpose of Study
Potential Questions (Are they structured questions, rating questions or ranking questions?)
Sample (Describe the size of your desired sample and who you would attempt to include)
Time of Study (When do you expect to conduct the study? Will it be done over multiple days?)
Logistics (How do you plan to get a random sample? Do you need to travel?)



Survey Analysis



Question	Raw Data	
Mean	Median	Mode
Standard Deviation		Margin of Error
Interpret the Results		



Report Guidelines



Now that all the questionnaires are returned, all the raw data has been collected, and all calculations have been made, you finally have results from your study! Now it's time to put the professor hat on and put all your work to use. In a two-page paper, you will write a report on your study.

In your paper, be sure to include the following points --

- restate the goals of your study
- describe your sample, how the data was collected and techniques you used
- summarize your findings & interpret the results
- describe your most important & surprising findings
- share limitations of your study and improvements that could have been made
- reflect on the experience and the meaning of the results

At the end of your report, attach a copy of your questionnaire and your *Survey Analysis* raw data and calculation forms for each question. The paper will be graded based on the following rubric.

Meets the requirements

0	5	10	15	20	25
Paper is not completed	The requirements are incomplete.		Most of the requirements are met, but may not be met completely.		All requirements are met or surpassed

Calculations are accurate

0	5	10	15	20	25
Calculations are not completed	Calculations have more than three errors		Calculation have one or two minor errors		Calculations are error free

Includes insightful analysis of data

0	5	10	15	20	25
Not Complete	Weak use of the data and the connections are unclear		Inconsistent analysis and use of data		Data is analyzed in an insightful and accurate way

Mechanics

0	5	10	15	20	25
Paper is not completed	The paper has many writing errors.		The paper has a few writing errors.		The paper is clearly and has strong writing

Comments

_____/100