

## CSUN Student Survey - Spring, 2002 Interviewer Instructions

You have been assigned to complete six interviews at the location listed herein in the cluster assignments. Follow the instructions listed below. **YOU MUST HAVE SIX INTERVIEWS COMPLETED BY THURSDAY MORNING, MAY 2, 2002. HOWEVER, DO NOT SUBMIT IF ANY ARE FALSIFIED DATA.**

1. Make five copies of this questionnaire. .
2. Refer to the list of clusters and campus map to determine the location of your cluster.
3. Go to the location with the copies of your questionnaire and two sharpened #2 pencils.
4. Choose a number between 1 and 5 at random. When you arrive count the number of people that walk by until you arrive at this number. That person will be the first person you interview.
5. Conduct your six interviews at different positions at the location. Follow the procedure in item 4 above for each interview at each of your locations.
6. Read the instructions and questions exactly as they are written. Do not read the answer categories, unless specified. Do not interpret any questions. Rather, reread it if they do not understand.
7. Do not allow the respondent to read the questionnaire. Keep it with you at all times.
8. If any unusual questions arise, do not attempt to answer them. If they want to see the results, refer them to me, x4049.
9. Do not attempt to interview more than one person at a time!
10. Smile and thank each respondent for their help both before and after the interview.
11. Be sure to fill in the date, time and location of the interviews at the end of the questionnaire
12. Code the questionnaires. Submit the coding via e-mail. Your coded input should be six rows, representing the six interviews, by 50 columns, the number of questions. Code all answers according to the pre-coded numbers next to each potential response. If a person has no answer for the information or demographic questions, place an "N/A" next to the answer categories and code it a "9" for that question. Treat an "N/A" the same as a "=" for the opinion questions. Do not code the date, time, location or interviewer questions at this time. Keep the printed questionnaires until further instruction but submit the coded data via e-mail no later than Thursday morning, May 2, 2002. Your e-mail input should be in the following format:

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13243546543234321234321234342321223423423423422
23432124342414243916253915342591672551652916321
13243546543234321234321234342321223423423423422
23432124342414243916253915342591672551652916322
13243546543234321234321234342321223423423423421
23432124342414243916253915342591672551652916321
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