

**Sample message to faculty:**

Subject: Civic Engagement Survey

Greetings fellow faculty,

I hope all is well and that you are having a great week. It's the fall semester, and that means it's data collection time! The Assessment Committee this semester is focusing on our general education outcome of **Civic Engagement , which involves a short 10-15 minute survey**. Our goal is to reach, at least, 1000 students from college credit courses and we hope you can help us reach that goal. The data we collect helps us to understand student learning and all results and recommendations from our Assessment Work can be found on the HWC website.

Please post the link below and invite your students to complete the survey. Let them know that it is completely voluntary, it is not linked to their course grade, and they can stop it at any time. This is explained on the survey, but it helps if the instructor explains it too. If you would like to offer extra credit (your choice), there is a confirmation page at the end that students can print or screenshot to show you as proof of completion.

Link to Survey: <https://goo.gl/forms/VWT5wEvXiKyGmg4H3>

As always, the Assessment Committee (made up primarily of faculty) thanks you for your participation. If you have any questions about this survey or any other aspect of Assessment, please contact me at [cnepstad@ccc.edu](mailto:cnepstad@ccc.edu)

Take care,  
Carrie

Carrie Nepstad, MS  
Associate Professor and Coordinator, Child Development  
Assessment Committee Chair

**Sample message to students:**

Greetings students,

I'm inviting you to complete this short 11-question survey about Civic Engagement. It is voluntary, and not connected to your grade (I will not see your answers) but your participation can be helpful to the college as we are trying to understand more about student learning at Harold Washington College/ City Colleges. If you have any questions about this survey, please feel free to contact Associate Professor Carrie Nepstad at [cnepstad@ccc.edu](mailto:cnepstad@ccc.edu)

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Thank you!