Survey E-mail Messages

- First e-mail sent to teachers
- First e-mail sent to Superintendents
- Second e-mail sent to teachers

Appendix E
Dear Teacher,

I am a Masters student in the Department of Public Administration at UNLV and part of a group of students currently conducting a study on the Nevada textbook adoption process. To collect data, we need a large number of Nevada teachers (like yourself) to take part in a brief online questionnaire. If you agree to participate, not only will you be helping graduate students complete a major component of their degree, but you will also be contributing to research related to the textbooks used in your classroom.

This questionnaire takes approximately 15 minutes to complete and simply asks you to provide your opinion on questions related to high school textbooks. You will not be asked to provide any personal information about yourself. Participation in this study is completely anonymous and you will not be asked to provide any identifying information such as your name, address, or email address. In order to participate, you must be at least 18 years old.

In addition to the survey, there may be several focus groups or individual interviews conducted over the next few weeks. If you would be interested in participating in either of these please email: coatesr2@unlv.nevada.edu.

To start the survey please click the link below and follow the instructions on the website that opens. (If clicking the link doesn't direct you to the survey, please copy and paste the link into your internet browser.)

http://www.surveymonkey.com/s.aspx?sm=TEdjY8pAUqOBkwnEIMdPRQ%3d%3d

Thank you for your time. If you have any questions, please feel free to email me. I can also provide you with the results of the research when it is complete, if you are interested.

Rebecca Coates
Graduate Student
Department of Public Administration
University of Nevada, Las Vegas
4505 Maryland Parkway
Las Vegas NV, 89154
(702) 895-5120
Dear Superintendent XXXX,

I am a Master’s student in the Department of Public Administration at UNLV and part of a group of students currently conducting a study on the Nevada textbook adoption process. To collect our data, we need a large number of Nevada teachers to take part in a very brief online questionnaire. If you agree to participation, not only will you be helping graduate students complete a major component of their degree, but you will also be contributing to research related to textbooks used in your schools.

This questionnaire takes approximately 15 minutes to complete and simply asks participants to provide their opinion to questions related to high school text books. They will not be asked to provide any personal or identifying information about themselves such as name, address, or e-mail address. Participation in this study is completely anonymous.

To be a part of this research project, please distribute the link below to the teachers at your district. They may then follow the instructions on the website that opens.


If you choose not to participate in this study please reply as such to this e-mail.

Thank you for your time. If you have any questions, please feel free to email me. I can also provide you with the results of the research when it is complete, if you are interested.

Tamara Hicks
Graduate Student
Department of Public Administration
University of Nevada, Las Vegas
4505 Maryland Parkway
Las Vegas NV, 89154
(702) 895-xxxx
Dear Teacher,

We at the Department of Public Administration at UNLV are currently conducting a study on the Nevada textbook adoption process. The textbook adoption process affects the availability of books that you use in your classroom. To have an accurate account we need you to take part in a brief online questionnaire. Your opinions will help report on the effectiveness of the process in Nevada. If you have already completed the online survey, please reply to this e-mail so we may remove you from future reminder notices. If you have not completed the survey, you still have time to do so.

You will not be asked to provide any personal information about yourself. Participation in this study will be kept confidential.

In addition to the survey, there may be several focus groups or individual interviews conducted over the next few weeks. If you would be interested in participating in either of these please email coatesr2@unlv.nevada.edu.

To start the survey please click the link below and follow the instructions on the website that opens. (If clicking the link doesn’t direct you to the survey, please copy and paste the link into your internet browser.)

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