

DATA ENTERING INSTRUCTIONS

Conventions: All variable names must have 8 letters or less. Missing data should be a blank in the Excel spreadsheet. Use all small letters for variable names. Each row represents one student. Each student has data for individual characteristics plus instructor/school characteristics.

If a circumstance that doesn't fit into the coding scheme below occurs, please ask how to code it. As a general rule, if people do not respond in one of the ways requested, it should be coded as missing data. If one particular question gives students/instructors problems, please bring it to our attention.

After you complete each student questionnaire, number them consecutively in the upper right corner to indicate it has been entered. Replace all completed questionnaires in envelopes and return them to us.

Student Questionnaire

Preliminary:

Variable: college: name of college (first word)

*****NOTE IN THE PUBLIC VERSION OF THE DATA SET, COLLEGE CONTAINS A NUMBER AND NOT A NAME. IN ADDITION, VARIABLES IN THE PUBLIC DATA SET ARE NOT IN THE ORDER THEY APPEAR IN THE DATA ENTERING INSTRUCTIONS.*****

Variable: section: letter of section

Variable: instrno: instructor number

1. Variable name: sgender, male=1, female =0
2. Variable name: class, first year=1, sophomore=2, junior=3, senior=4
3. Variable name: intend, yes=1, no=0, not sure=2
4. Variable name: intendp, yes=1, no=0, not sure=2
5. Variable name: first, yes=1 no=0
6. Variable name: major

Economics=1

Government/Political Science/Politics (include govt, world politics, and public policy)=2

Sociology=3

Other Social sciences (anthropology, Africana studies, American studies, Asian Studies, Latin

American Studies, Russian Studies, Women's studies)=4
 English (include literature and creative writing)=5
 Art (include dance, music and theatre)=6
 Foreign Language=7
 Math=8
 Science=9
 Computer Science=10
 Philosophy/Religious Studies=11
 History=12
 Econ Double major =13
 Other double major=14
 Other=15
 Undecided=0
 Business=16

Other colleges may have slightly different names for their majors. If its not obvious where it fits, ask.

7. Variable name, expect

A+ = 98	B- = 82	D = 65
A =95	C+ - 78	D- = 62
A- =92	C = 75	F= 55
B+ = 88	C - = 72	FF = 40
B = 85	D+ = 68	

If they enter on a 4-point scale, use conversion below.

8. Variable name, gpa

Enter their gpa on a 98 point scale. To convert GPAs reported on the 4 point scale use the following:

4-point scale	98 point scale
4.33	98
4.0	95
3.9	94
3.8	93
3.7	92
3.6	91
3.5	90
3.4	89
3.3	88
3.2	87
3.1	86

3.0	85
2.9	84
2.8	83
2.7	82
2.6	81
2.5	80
2.4	79
2.3	78
2.2	77
2.1	76
2.0	75
1.9	74
1.8	73
1.7	72

We will need to confirm that schools are using a 4-point scale by calling the registrar's office.

9. Variable names: satverb, satmath Enter the score.

10. For this question, you will need to create 9 variables and enter the ranking given by the student. The 9 variable names are

advice
curevent
finance
pubpol
posmajor
reqd
profrep
career
time

11. For this question, you will need to create 11 variables and enter the ranking given by the student. The 11 variable names are

express
probsolv
speak
confiden
gradschl
getjob
dojob
freezeup
mathprep

comfort
relevant

12. Create a variable called salexp

1=expect to make more money
2=expect to make the same
3=expect spouse will make more
4=do not expect to have spouse/partner

13. Variable name: graphs

1=make sense immediately
2=don't always make sense but I easily figure them out
3=don't always make sense but I figure them out after some work
4=there are some that are very difficult to figure out

Instructor questionnaire

1. Variable name: igender, 1=male, 0=female

2. Variable name: tchexp, enter number of years

3. Variable names: ftmale, ftfemale, ptmale, ptfemale

4. Variable name: activity, yes=1, no = 0, =2 if no but other instructors at college said yes, =3 if yes but other instructors at college said no.

5. Variable names: smale, sfemale, enter number of students

Note: one instructor may teach more than one section

6. Create 8 variables and enter percentage of course grade (If its blank, record a 0)

exam
writing
quiz
ps
part
pres
comp
othasgn

Create 8 more variables and record the number of assignments (blanks are 0 or missing data)

examno
writno

quizno
psno
partno
presno
compno
othno

Create 8 more variables and record a 1 if collaboration is allowed (0 or missing data otherwise)

examcol
writcol
quizcol
pscol
partcol
prescol
compcol
othcol

7. Create 8 variables and record

1=0%
2=1-10%
3=11-20%
4=21-40%
5=41-80%
6=81-90%
7=91-99%
8=100%

disc
expt
games
lecture
demo
studpres
grpprob
othact

If blank, assume 0% and enter a 1

8. Variable name: type, 1=micro, 2=macro, 3=combined

9. Create three variables, cediscus, fintrst, analyt Enter ranking

10. Variable name: curve, yes=1, no=0

11. Variable name: warmup, yes=1, no=0

12. Create 40 dummy variables, d1m through d20m and d1c through d20c. The dummy variable ending in m equals 1 if topic is mentioned, 0 otherwise. The dummy variable ending in c equals 1 if topic is covered. For example d1m=0 and d1c = 1 if the instructor “covers” the prisoners’ dilemma in class.

14. Variable name: mc, enter percent multiple choice

15. Variable name: shorta, enter percent short answer

16. Variable name: essay, enter percent essay

The following questions will need to be determined from the registrar/Internet

17. Variable name: business =1 if have a business degree at college, =0 otherwise

18. Variable name: calculus = 1 if have a calculus requirement for major, =0 otherwise

19. Variable name: malehist =1 if have been an all-male college within past 75 years (since 1924)

20. Variable name: femhist=1 if have been an all-female college with past 75 years (since 1924), 0 otherwise.

21. Variable name: econbus=1 if 3 or more “business” courses can count towards econ major.