

# ORDER FORM

## Adult Learner Inventory™

**YES!** We want to see how satisfied our adult learners are *and* what's important to them!

### CLIENT INFORMATION

(DR / MR / MS / MRS)

NAME _____		TITLE _____	
INSTITUTION NAME _____			
STREET ADDRESS _____			
CITY _____	STATE _____	ZIP _____	
TELEPHONE _____	FAX _____	E-MAIL _____	DATE _____

- VERSION:**  Adult Learner Inventory Four-Year College and University version (formerly the extended version)  
 Adult Learner Inventory Community and Technical College version

**4 ways to order**

**PHONE**  
**800-876-1117**  
 (or 319-626-8380)

**FAX**  
 319-626-8388

**MAIL**  
 2350 Oakdale Blvd.  
 Coralville, Iowa  
 52241-9702

**E-MAIL**  
 julie-bryant@noellewitz.com

**Noel-Levitz**



INVENTORY MATERIAL	UNIT PRICE	QUANTITY	SUBTOTAL
<b>INVENTORY/TEST LICENSE</b>	\$2.30	NA	\$
\$2.30 Online surveying, any quantity — Noel-Levitz will contact you to set up your online account. *You will be billed for this expense separately after the survey has been administered. You only pay for the number of surveys actually completed online.			
<b>PLEASE INDICATE THE NUMBER OF STUDENTS YOU PLAN TO SURVEY</b> _____			
<b>PROCESSING AND SET-UP FEE</b> — Covers the cost of processing inventories and producing an electronic Campus Report to be delivered via e-mail. The report includes the results for the students surveyed and the standard national comparison group for the appropriate institution type. A Strategic Planning Overview listing your institution's strengths and challenges is also included. Each subsequent request for processing and/or reports is subject to the same fee.	\$210	1	\$210
<b>ADDITIONAL ONLINE ADMINISTRATION FEE</b> — Charged per invited student and equals the number of numeric passcodes in the online system. Includes the e-mail invitation to complete the survey and up to two additional reminders. This is a required fee.	\$.25		\$
<b>OPTIONAL MATERIALS</b>			
<b>NOTE:</b> All reports below are delivered in an electronic format via e-mail along with your Main Campus Report, unless otherwise requested. Please indicate here if reports also should be shipped hard copy. An additional fee of \$105 applies for paper reports.			
<b>OPTIONAL COMPARISON REPORT</b>			
<input type="checkbox"/> <b>Year-to-Year Comparison Report</b> — Please indicate approximate timeframes for comparison (example: spring 2008 with spring 2007). _____ with _____	\$ 80		
<b>TARGET GROUP REPORTS</b> See reverse to indicate choice of target group characteristics:			
<input type="checkbox"/> <b>Comparative Summary Analysis</b> — A report that compares the scores of your selected target groups with your overall campus scores. Presents all scores in multi-column grids for easy comparison.	\$ 50		\$
<input type="checkbox"/> <b>Custom Reports</b> — Custom reports for Cross-tab and Multivariable Target Group Reports are available upon request. Please contact Noel-Levitz to discuss options and applicable fees.	\$		\$
<b>RAW DATA</b> (Provides raw data for all student responses in SDF and tab delimited formats. SPSS syntax is included. Composite mean average results for all items also included in a text file.)	\$ 135		\$

Please allow one week for online account set-up.

**SUBTOTAL** \$ \_\_\_\_\_  
**PLUS 5% HANDLING (\$5 MINIMUM)** \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

- An Institutional Self-Assessment Survey that complements the Adult Learner Inventory is also available from CAEL. For more information on this or on becoming a partner in the Coalition of Adult Learning Focused Institutions, check here.

### PAYMENT OPTIONS

- PAYMENT ENCLOSED  BILL ME LATER; PURCHASE ORDER NUMBER: \_\_\_\_\_  
 CHARGE MY CREDIT CARD:  VISA  MASTERCARD  AMERICAN EXPRESS  
 CHARGE CARD #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# Target Group Reports

## Comparative Summary Analysis

Cost: \$50 per box checked

This report presents all scores for your chosen target group(s) in simple multi-column grids. The report includes all the mean satisfaction scores, mean importance scores, and performance gap scores for the inventory scales and items. At a glance, you'll be able to compare your overall campus scores with such groups as males, females, full-time, part-time, first year, second year, etc.

## How to Request a Target Group Report

1. Check the boxes below indicating the reports and characteristics you want.
2. Count the boxes you checked.
3. Write totals on the front of the order form (reverse).

Follow these steps to request reports focusing on specific groups of students. Note that to request a Comparative Summary report, use only one box to define each group. (For example, you can request a report on female students and one on Asian students, but not a Comparative Summary report on female Asian students.) Also, be sure each group you indicate is amply represented in the overall population of students you survey.

Multivariable and Cross-tab reports allow you to capture more than one demographic variable at a time (such as female Asian students or

Comparative Summary		Comparative Summary		Comparative Summary	
<input type="checkbox"/>	<b>Gender</b>	<input type="checkbox"/>	<b>Marital Status</b>	<input type="checkbox"/>	<b>Received Credit From</b>
<input type="checkbox"/>	Male	<input type="checkbox"/>	Single	<input type="checkbox"/>	Previous college credits
	Female	<input type="checkbox"/>	Married/domestic partner	<input type="checkbox"/>	Learning from military training
	<b>Age</b>		<b>Number of Hours Employed Outside Home</b>	<input type="checkbox"/>	Learning from previous job or life experiences
<input type="checkbox"/>	24 or younger	<input type="checkbox"/>	None	<input type="checkbox"/>	Credits through testing
<input type="checkbox"/>	25 to 34	<input type="checkbox"/>	1 to 10	<input type="checkbox"/>	Other sources
<input type="checkbox"/>	35 to 44	<input type="checkbox"/>	11 to 20	<input type="checkbox"/>	Not applicable
<input type="checkbox"/>	45 to 54	<input type="checkbox"/>	21 to 30		<b>Current Objective</b>
<input type="checkbox"/>	55 to 64	<input type="checkbox"/>	31 to 40	<input type="checkbox"/>	Improve occupational skills
<input type="checkbox"/>	65 and older	<input type="checkbox"/>	More than 40	<input type="checkbox"/>	Prepare for new/different career
	<b>Ethnicity/Race</b>		<b>Volunteer Hours</b>	<input type="checkbox"/>	Improve basic academic skills
<input type="checkbox"/>	Alaskan Native	<input type="checkbox"/>	None	<input type="checkbox"/>	Self-improvement
<input type="checkbox"/>	American Indian	<input type="checkbox"/>	1 to 5		<b>Educational Plans</b>
<input type="checkbox"/>	Asian	<input type="checkbox"/>	6 to 10	<input type="checkbox"/>	Associate's degree
<input type="checkbox"/>	Black/African-American	<input type="checkbox"/>	More than 10	<input type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	Hispanic or Latino (including Puerto Rican)		<b>Highest Education Level Prior</b>	<input type="checkbox"/>	Master's degree
<input type="checkbox"/>	Multi-Racial	<input type="checkbox"/>	Grade school	<input type="checkbox"/>	Doctorate or professional degree
<input type="checkbox"/>	Native Hawaiian or Pacific Islander	<input type="checkbox"/>	Some high school	<input type="checkbox"/>	Certification: initial or renewal
<input type="checkbox"/>	White/Caucasian	<input type="checkbox"/>	High school or GED	<input type="checkbox"/>	Self-improvement/pleasure
<input type="checkbox"/>	Other	<input type="checkbox"/>	Some college classes	<input type="checkbox"/>	Job-related training
	<b>English Primary Language</b>	<input type="checkbox"/>	Associate's degree	<input type="checkbox"/>	Other
<input type="checkbox"/>	Yes	<input type="checkbox"/>	Bachelor's degree or higher		<b>Major/Program</b>
<input type="checkbox"/>	No		<b>Current Enrollment Status</b>	<input type="checkbox"/>	Fill in your 4-digit major code(s) as provided to students:
	<b>First Person to Attend College</b>	<input type="checkbox"/>	Full-time	<input type="checkbox"/>	_____
<input type="checkbox"/>	Yes	<input type="checkbox"/>	Half-time	<input type="checkbox"/>	_____
<input type="checkbox"/>	No	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	_____
	<b>Paying for College</b>		<b>Began Enrollment in</b>	<input type="checkbox"/>	(Attach additional page if needed)
<input type="checkbox"/>	Myself	<input type="checkbox"/>	Current program	<input type="checkbox"/>	<b>Campus-Defined Item</b>
<input type="checkbox"/>	Grants or scholarships	<input type="checkbox"/>	Another program leading to degree	<input type="checkbox"/>	1.
<input type="checkbox"/>	Loans	<input type="checkbox"/>	Workforce training program	<input type="checkbox"/>	2.
<input type="checkbox"/>	Tuition reimbursement	<input type="checkbox"/>	GED program	<input type="checkbox"/>	3.
<input type="checkbox"/>	Veterans' benefits	<input type="checkbox"/>	ESL program	<input type="checkbox"/>	4.
<input type="checkbox"/>	Other	<input type="checkbox"/>	ABE program	<input type="checkbox"/>	5.
	<b>Dependents in Household</b>	<input type="checkbox"/>	Taking courses I like	<input type="checkbox"/>	6.
<input type="checkbox"/>	Preschool		<b>Program Completed</b>		} Optional last item on inventory defined by your campus
<input type="checkbox"/>	Elementary school	<input type="checkbox"/>	Less than 1/4		
<input type="checkbox"/>	Middle/high school	<input type="checkbox"/>	1/4 to 1/2		
<input type="checkbox"/>	College student	<input type="checkbox"/>	1/2 to 3/4		
<input type="checkbox"/>	Elderly or disabled adult	<input type="checkbox"/>	More than 3/4		
<input type="checkbox"/>	Does not apply	<input type="checkbox"/>	Not applicable		
					<b>Total boxes checked</b> (Enter here and on the front of the order form.)