



Chapter 3: Managing Your Data

Assignment

This document contains instructions for setting up the database required for the chapter 3 assignment. It also contains the data that needs to be copied into your software package used for data entry. The purpose of this exercise is to simulate the process of setting up a database and of data entry. It is also a test of accuracy.

Description of the Data Set

The data is an extract from a survey by the author on the educational and vocational guidance experience of Access students and first year mature undergraduates. The extract consists of 11 fields:

1. Course: This field distinguishes between Access and Undergraduates.
2. Age: The age of each respondent.
3. Gender: The gender of each respondent.
4. Encour: This represents the degree to which a respondent felt encouraged by their guidance experience.
5. Positive: The extent to which a respondent felt positive about their guidance experience.
6. Cont: The extent to which a respondent was contented with their guidance experience.
7. Chall: The extent to which a respondent felt challenged by their guidance experience.
8. Involve: The extent to which a respondent felt involved in the guidance experience.
9. Valued: The extent to which a respondent felt valued during the guidance experience.
10. Optimism: The extent to which a respondent felt optimistic as a result of their guidance experience.
11. Satis: This field was calculated by aggregating respondent scores in fields 3 to 10.

Fields 3 to 10 were in the form of a *semantic differential*. This form of question is described in chapter 5.

Instructions

Set up your database using the data set provided in the separate document accessible from the Chapter 3 web page. If your software allows you to add descriptions to your variables, use the coding frame below to help you. The coding frame also tells you what each value in the fields represents. After constructing the database, check it for errors against the original data set and correct any errors found. You may be surprised by the number of errors.

Coding Frame

Variable	Description	Values
COURSE	Access or Degree?	0 = Degree course 1 = Access course
AGE	Respondent Age	Actual age in years at last birthday.
GENDER	Respondent gender	0 = Female 1 = Male
ENCOUR	Felt encouraged	1= Very encouraged 2 =Fairly encouraged 3 = Slightly encouraged 4 = Neither 5 = Slightly discouraged 6 = Fairly discouraged 7 = Very discouraged
POSITIVE	Felt positive	1= Very positive 2 =Fairly positive 3 = Slightly positive 4 = Neither 5 = Slightly negative 6 = Fairly negative 7 = Very negative
CONT	Felt contented	1= Very contented 2 =Fairly contented 3 = Slightly contented 4 = Neither 5 = Slightly discontented 6 = Fairly discontented 7 = Very discontented
CHALL	Felt challenged	1= Very challenged 2 =Fairly challenged 3 = Slightly challenged 4 = Neither 5 = Slightly under-challenged 6 = Fairly under-challenged 7 = Very under-challenged
INVOLVE	Felt involved	1= Very involved 2 =Fairly involved 3 = Slightly involved 4 = Neither 5 = Slightly uninvolved 6 = Fairly uninvolved 7 = Very uninvolved
VALUED	Felt valued	1= Very valued 2 =Fairly valued 3 = Slightly valued 4 = Neither 5 = Slightly under-valued 6 = Fairly under-valued 7 = Very under-valued
OPTIMISM	Felt optimistic	1= Very optimistic 2 =Fairly optimistic 3 = Slightly optimistic 4 = Neither 5 = Slightly pessimistic 6 = Fairly pessimistic 7 = Very pessimistic
SATIS	Satisfaction index	Aggregate of scores on fields 3 to 10