

# THE ODUM INSTITUTE

FOR RESEARCH IN SOCIAL SCIENCE

## **Work Experience Requirement** **Information Sheet for the Certificate in Survey Science**

An important feature of the Certificate in Survey Science (CSS) is the work experience requirement. A student must spend at least 40 hours in active participation in survey design/preparation, data collection, sampling, data processing and/or other aspects of gathering survey or survey-related data. Analyzing survey data is not included. The work experience must be under the mentorship or supervision of a faculty member or trained survey professional.

Students with the requisite work experience need only provide the required documentation to fulfill this requirement. Students without 40 hours of survey operations experience may make their own arrangements to obtain it, but should seek pre-approval from the CSS program director to ensure the experiences will satisfy the Certificate requirement. When needed, the Certificate program staff will arrange an unpaid assignment for the student totaling 40 hours of work in survey operations at UNC or a partnering organization.

The documentation must include a description of the specific survey operations tasks completed by the student. Typical format is a letter signed by the student's supervisor or advisor including the supervisor's organization and title, and describing the tasks the student performed, the time period over which they were completed, and verification that the student spent at least 40 hours in completion of the tasks.

To avoid a delay in receiving the Certificate, students are advised to submit the required documentation to [cssp@unc.edu](mailto:cssp@unc.edu) as soon as the requirement is satisfied, and no later than 2 months prior to their expected CSS graduation date. Expect an email confirming fulfillment of the requirement within 2 weeks after submitting the documentation. For questions about this requirement and/or to request assistance in fulfilling it, please contact the program at [cssp@unc.edu](mailto:cssp@unc.edu).



THE UNIVERSITY  
of NORTH CAROLINA  
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