

INSTRUCTIONS FOR ADMINISTERING STUDENT QUESTIONNAIRES

CLASSROOM FACULTY

To faculty member being evaluated:

The survey will take students approximately 15 minutes to complete. You will be asked to leave the room during this time.

To person conducting the questionnaire:

- 1) Please read the following to students before they begin their response to the survey:

All faculty are evaluated periodically, and your instructor is being evaluated this semester. Evaluation is a valuable process for the instructor, the college, and future students. The intent is to assure teaching quality and professional growth by providing a useful assessment of your teacher's performance.

Because student feedback is an important part of your instructor's evaluation, we ask that you take time to answer each question thoughtfully and candidly. Please note that your answers should be for this instructor and this class only.

Please do not put your name anywhere on the form. The questionnaire is anonymous; your responses will be processed before they are shared with your instructor after the semester has ended.

Before responding to the prompts on the evaluation form, please write the instructor's name, the course number, the CRN, and today's date at the top of the form. Then respond to Questions 1, 2, and 3 in the spaces provided. After you have answered Questions 1-3, respond to the remaining prompts by indicating STRONGLY AGREE (4), AGREE (3), DISAGREE (2), STRONGLY DISAGREE (1), or NOT APPLICABLE (0), or EXCELLENT (4), GOOD (3), SATISFACTORY (2), POOR (1), or NOT APPLICABLE (0).

Thank you for your participation.

- 2) Before students leave, please try to ensure they have completed all the questions on the survey, especially the written responses to Questions 1, 2, and 3.