

## YELLOW COVER SHEET

### Instructions for Faculty member Administering Student Survey of Teaching Effectiveness

1. Write the instructor's name, the semester, the department number, course number, and section number on the board.
  - PLEASE be certain that this information is correct or the data will not be usable.
2. Have students fill in student survey scan sheet bubbles using #2 pencil.
  - Scanner will NOT read surveys where department, course and section boxes are filled in, but bubbles are left blank.
  - Scanner will not record miscoded scan sheets.
3. Have students had write the name of the instructor and the semester of the course across the top of the front of the survey scan sheet.
4. Remind students to review the categories and make sure they are marking what they intend to mark. For example, a student may mark "not applicable" when intending to mark "strongly disagree." Remind students to mark **Not Applicable** for areas that do not apply.
5. Count the number of students in class and the number of surveys turned in.

### Upon completion of the survey, the faculty member administering the student surveys should:

1. Remove blank scan sheets from packet.
2. Arrange scan sheets in uniform direction.
3. Make sure scan sheets are neither wrinkled nor have spills (or torn). Scanner will NOT read damaged sheets.
4. Scan sheets should be placed in a separate envelope for each course and section for delivery to **Computing Services, 200 Maltby**.
5. Make a copy of the yellow cover sheet to give to the course instructor for his or her records.
6. Include a yellow cover sheet with each packet of surveys.
7. Faculty should be aware that scan sheets are due to the **Computing Services, 200 Maltby** by the same day as final grades. First year faculty scan sheets are to be scanned at least two weeks prior to evaluation packet due date.

### Graduate and team-taught courses:

Separate graduate level surveys from undergraduate surveys even if course delivered in a single section. Indicate in the notes section of this cover sheet whether the course is team-taught and how many copies of results are needed.

***Scanner will not read photocopies.***

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I acknowledge that I have administered this student survey for my colleague:

\_\_\_\_\_ for the course \_\_\_\_\_  
(Name of faculty whose class is being surveyed) (Course Title)

Department # \_\_\_\_\_ Course # \_\_\_\_\_ Section # \_\_\_\_\_ on (date) \_\_\_\_\_

There were # \_\_\_\_\_ students present and # \_\_\_\_\_ surveys returned.

\_\_\_\_\_ (***Signature of Faculty Administering the Survey***)