DIRECTIONS FOR THE STUDENT ADMINISTRATOR

After your instructor has left the classroom, please **READ** the following verbatim to the class:

Since this form was designed to be useful in many different kinds of classes, not every question applies equally well to every kind of class. Because of this, you may be concerned that some questions are unfair to certain instructors or courses. You need not worry about this. The computer analysis of your answers weighs the importance of each question depending upon the kind of course. Answering each question accurately and honestly will provide the most helpful information.

As student raters, you should also know that the results of your ratings will be used as part of the information considered by the College to decide which instructors should be promoted or given continuing contracts, etc. These are important decisions. Thus it is important that you are both accurate and honest when you respond.

Responses should be recorded on your electronic device. Your responses should be based on your experience in this class only. Please respond to all items including the open-ended questions at the end.

NO TALKING IS ALLOWED DURING THIS SURVEY TIME. Thank you for your cooperation.

To the Student Administrator: Please fill in and sign below. Give this completed form to your professor at the beginning of your next class session.

On _____ I administered the IDEA evaluation for_____exactly as prescribed above.
     (date)   (class)

_____   _____
            Print Name   Signature

TECHNICAL DIFFICULTIES? *Please call the helpdesk at ext. 4444 if you experience technical difficulties. Contact the Office of Faculty Development, ext. 2720 or ext. 5077, for questions or problems related to the IDEA software or evaluation process. Thank you.*