



California State University San Marcos

Instructions for Administering Student Evaluation of Course Instruction

Instructions for the TWO (2) STUDENTS administering this evaluation.

- 1. Distribute one evaluation form and #2 pencil to each student in the class, including yourself.
2. If your instructor has not already done so, write the class CRN number on the blackboard.
3. Please read the statement enclosed in the forms packet to the entire class.
4. Collect the completed forms and place them in the envelope, along with the erasers, pencils, and any extra forms.
5. Sign the certification statement below, being sure to provide all information requested.
6. Place the envelope in one of the Evaluation Form Drop Boxes found in several on the first or second floor of one of the classroom buildings.

I certify that I am a student in the class being evaluated, have distributed and collected the course evaluation forms according to the procedures specified, and have read the enclosed statement to the class.

Signature: _____ Date: _____

Name (please print): _____ Telephone Number: _____

I certify that I am a student in the class being evaluated, have distributed and collected the course evaluation forms according to the procedures specified, and have read the enclosed statement to the class.

Signature: _____ Date: _____

Name (please print): _____ Telephone Number: _____



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Statement to be Read to the Entire Class

The forms being distributed to you are the official university course evaluation forms. Your careful completion of these forms will assist your instructor in strengthening this course the next time it is offered and will play a role in your instructor's future performance evaluations.

Please read the individual questions with care. They are not identical for all classes.

The anonymous evaluation forms you are completing will not be seen by anyone in the College or department until after the semester's grades have been submitted. Please follow these instructions carefully.

Do not talk with your classmates while completing the forms. All students must make independent judgments and express their own opinions.

Use **#2 pencils only**; forms filled out in ink cannot be processed. We have a few erasers and extra forms in case you want to change one or more responses in mid-stream.

Write the course CRN in the upper right hand corner of the form and fill in the bubbles associated with it. The CRN for this class is on the blackboard.

To insure the anonymity of your evaluation, **do not** put your name on the form.

Complete both sides of the form. One side contains most of the course evaluation items and the other side contains several open-response questions.

Question #~~7~~4 has a number of statements. Please indicate your reaction to each by fully darkening the appropriate bubble to the right of each statement.

Note that **number one (1)** on the right side of the form indicates that you STRONGLY DISAGREE with a statement and **number five (5)** on the left side of the form indicates that you STRONGLY AGREE with a statement. Zero (0) means that the item does not apply to this class. **DO NOT darken more than one bubble on each line**; if you do, your response to that item will be ignored.

When you are finished with your form, please give it to one of us. The only valid evaluation forms are those completed at this time; no one can ask for or return a form at a later date.

If you believe that proper procedures have **not** been followed during the administration of these evaluation forms, please contact the Dean's Office staff in the College responsible for offering this course. The appropriate telephone number is written on the board.



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Instructions for the course INSTRUCTOR

Attached is the Evaluation Packet for one of the courses you are offering this semester. It contains: multiple copies of one version of the course evaluation form approved by the Academic Senate in May 2004 ~~scannable evaluation forms~~, #2 pencils, and a few erasers for students to share.

1. Using **#2 pencils only**, your students should complete the enclosed evaluation forms during one of the scheduled class sessions **prior to** the due date shown on the envelope containing your evaluation forms.
2. Please choose two students to administer the evaluation in class and alert them to any changes in the forms. The two students should be instructed to follow the Instructions for the Students Administering the Evaluation. They should read the Class Statement to the entire class, pass out the forms and pencils, collect the forms and pencils after completion, sign the statement on the Student Instructions, and deposit the completed packet in one of the drop-off boxes found in several classroom buildings (e.g., UNIV, ACD, SCI2, ARTS, Library entrance) or in the first floor lobby of Craven Hall Analytic Studies Office (CRA 5210).
3. **If you have additional items you wish to add (e.g., items ~~8a-8f1e and 1p~~ on the form)**, please list these on a separate sheet of paper and make sufficient copies for all students in the class. Be sure to give these sheets to the student proctors and retain a copy for your records. Also, be sure each question sheet includes directions for completing the additional items (i.e., directly on the sheet you have prepared or in the space provided for these items on the scannable form).
4. **The instructor must leave the room during the in-class evaluation process (15-20 minutes)**. *Before leaving, be sure to put the CRN number of the class on the blackboard in large letters (you will find the CRN on the envelope containing your evaluation forms).* It is essential that all students write the course/instructor CRN in the space provided in the upper right hand corner of the evaluation forms.
5. Once the forms have been collected, sealed in the envelope, and turned in, the evaluation process is completed. Students may not ask for an evaluation form at a later date (should they miss class) or ask to change their forms once they have been submitted.