Dear Faculty Member/Instructor:

Enclosed are your **SPRING 2008** course evaluation forms. Please check the forms immediately to ensure that they are for the correct class.

When you administer these forms in your class, please also be sure to follow the procedures for handling and delivery of the forms by a student volunteer.

The recommended practice is to allow about 15 minutes at the beginning of a class period during the last week of class for this evaluation process. At the end of a class period, students tend to rush out and give less than full consideration to the questions. You must also **a) select a student volunteer to handle collection and delivery of the forms and b) not remain in the room while students are completing the forms.**

> Please read the following instructions to the class before they complete the forms:
>
> *The purpose of this course evaluation is to provide me with evaluative feedback on your perceptions of this course. Analysis of the results will not be sent to me until after final grades are reported. These evaluations may also be used for important personnel decisions, so please answer the questions as honestly as possible. Your cooperation will be appreciated.*
>
> ***Be sure that all of your marks completely fill the circles. Do not make any stray marks on your answer sheet**. If you erase, do so completely since incomplete erasures might be read as intended answers. All questions are to be answered on the 5-point scale from 5 = Agree Strongly to 1 = Disagree Strongly as defined at the top of the form.*

If you decide to use optional instructor questions, you should provide students with the specific wording and ask them to respond to these additional questions in the write-in area(s) on the back of the sheet. This provides faculty the opportunity to ask questions that are not included in the standard 31-item set.

After the forms have been distributed, **select a student volunteer to collect and deliver the completed forms**. Give the student the envelope with the **enclosed instructions** to collect the forms, **align them properly**, put them in the envelope, seal it, and **return it via campus mail** to Course Evaluations, Office of Institutional Research, 422 Brodhead Ave, 2nd Floor

At this point **you are advised to leave the room until the evaluations have been collected and packaged.**

Please note, a list of FAQ's appears on the reverse side.

Thank you!

Office of Institutional Research

Frequently Asked Questions (FAQ's)

1. *Missing Forms*:
    - Faculty who need additional forms or did not receive forms for a specific course, must contact the Office of Institutional Research immediately at 8-5890 or 8-3708 or via email at oir@lehigh.edu. **Please do not make photocopies.**

2. *Pens, pencils, etc.*
    - While using a #2 pencil is still preferred, the new forms and scanners will allow us to scan accurately forms completed with pens, pencils, markers, etc.

3. *Tracking:*
    - We have initiated a process to track the status of the completed forms when they are received by our office. **Please do not put any markings through the barcode on the original mailing envelope.** After the forms are scanned, an electronic image of the form will be retained by Institutional Research.

4. *Recitations and Labs:*
    - Questions 22 to 31 directly evaluate these two types of classes and are located on the back of the evaluation form.

5. *On-line Evaluations/Distance Education Courses:*
    - Web-based and distance learning students will be sent a unique login and password by the Office of Institutional Research to access the on-line evaluation system.
    - Special requests for access to the on-line evaluation system should be directed to **oir@lehigh.edu.**

Student Instructions for Collection and Delivery of Course Evaluation Forms

Dear Student Volunteer,

Thank you for assisting with this important Course Evaluation process. Here are your instructions.

- After delegating this responsibility to you, the instructor(s) will leave the room until the forms have been completed, collected, and packaged.

- When students have had sufficient time to complete the forms, please collect them. If the class is large, you may ask other students to help.

- Please be sure that all forms are **properly aligned in the same direction** for later scanning. **Forms should never be folded**.

- Be sure that the envelope has the instructor name and course number marked in the upper left corner. **Please do not put any markings through the barcode on the original envelope.**

- Place the forms in the envelope provided, seal it, and drop it in campus mail *or* deliver it to:

Course Evaluations
Office of Institutional Research
422 Brodhead Avenue – 2nd Floor