Student Instructions for Collection and Delivery of “Paper” 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’s name and course number marked on 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

OIR – 11/22/2013