

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