



## Instructions for Classroom Administration of Student Course Evaluations

***PLEASE NOTE THAT IN ORDER FOR PACKETS TO BE PROCESSED, THE ORIGINAL COMPUTER-GENERATED SURVEY SHEETS MUST BE RETURNED. Be sure to check PRIOR TO YOUR CLASS that you have the proper number of forms in your packet to accommodate all students in your class. These forms may not be copied. Only blue or black ink may be used.***

The following steps outline the procedures for administering Student Course Evaluations (SEV):

**Step 1: UPON RECEIPT OF PACKET!** Verify the information on the survey sheets and be sure you have the proper number of forms.

(Contact IR at 445-3330 or email: [bford@wncc.edu](mailto:bford@wncc.edu) between 8am & 5pm to report discrepancies.)

**Step 2:** Distribute the student forms. Remind the students to use blue or black ONLY. NO pencil.

**Step 3:** The following instructions to the students should be read aloud by the instructor:

***"Your ratings will be most helpful to the instructor and to the institution if you answer thoughtfully and honestly. If you are going to make a comment, please print, as the faculty will receive a Xerox® copy of all comments after semester grades are received. Question 15 is an optional question and will be provided to students at the instructor's discretion."***

**Step 4:** To insure objectivity and uniformity, after the instructions have been given, the instructor should leave the room while the students complete the student response forms. Have a member of the class take responsibility for returning the packet to the designated drop off points (see below) as soon as the students finish.

**NOTE: SURVEYS ARE TO BE GIVEN IN 2<sup>ND</sup> HALF OF INSTRUCTIONAL PERIOD. PACKETS ARE DUE TO INSTITUTIONAL RESEARCH NO LATER THAN TWO WEEKS AFTER THE LAST DAY OF THE SEMESTER.**

### Drop Off Points

#### CARSON CAMPUS

**ASPEN Building:** See Bristlecone Building locations.

**CEDAR Building:** Division Chair offices room 101 (Nursing) and Mail Room (interoffice mail slot) 1<sup>st</sup> floor east end of building.

**BRISTLECONE Building:** Room 229 (when manned - 11-8pm M-Th & 8-5 Fri); Division Chair offices room 350B; 350D; 350G; reception desk, main lobby (when manned only); Mail Room (Interoffice Mail Slot) 1<sup>st</sup> floor south end of building.

**REYNOLDS Building:** Rey 112A, mailbox outside reception desk.

**AUTO/WELDING Shops:** Mailbox outside of Central Receiving (across from Welding/Auto Shops).

**DOUGLAS Campus:** Administration desk.

**FALLON Campus:** Pinion Hall admin desk; Division Chair office; Stillwater Hall admin desk.

**HIGH TECH CENTER/Carson High School Campus:** Mailbox at the security desk.