



IDEA SURVEY IN-CLASS INSTRUCTIONS

Don't forget:
In class at the beginning of class...

1. Students must complete this course survey **AT THE BEGINNING OF YOUR CLASS**. It should take approximately 15 – 20 minutes.
2. Read the following instructions to the group OR improvise using the talking points provided below:

This survey gives you the opportunity to comment anonymously about this course. I will not receive the results of this questionnaire until after grades are turned in, and I will be leaving the room while you complete it. You should know that the results of your ratings for this class will be included as one part of the information used to make faculty development and personnel decisions. Your accurate and honest answer to each question will be more helpful than choosing all “5s” simply because you like me or all “1s” because you do not.

Your typewritten comments about this course or my teaching are particularly helpful for me in understanding your numerical ratings, just as my comments on your assignments help you to better understand your grade. Please take the opportunity to add explanatory comments at the end of your online survey.

3. Ask students to go to the IDEA-Campus Labs Evaluation Portal: <https://champlain.campuslabs.com/courseeval>
4. **YOU MUST LEAVE THE ROOM** for the designated time period. Please designate a student to notify you when the group has completed the survey.

Don't forget:
Leave the room!

IDEA TALKING POINTS

Am I safe to comment truthfully?

- I will leave the room while you complete the surveys.
- Surveys are anonymous.
- Results not available to me (faculty) until after grades are turned in.

What happens with the results?

- The College uses these results for improving courses and programs, and also to make personnel decisions.
- I use these results to improve my teaching, make my classes better, and increase student learning.

What kind of feedback is helpful?

- Give honest and accurate feedback specific to each question.
- Even if you like me and this course, I don't do everything well or frequently, so don't give me all “fives.” And if you don't like me or the class, remember that I don't do everything poorly or not at all.
- Written comments are particularly helpful for me, just like they are for you when I provide feedback on your work.