

STUDENT EVALUATION OF CAMPUS-BASED COURSE/CLINICAL

Instructions for Administration & Processing

STUDENT PROCTOR INSTRUCTIONS FOR ADMINISTERING EVALUATIONS

- Wait until the instructor is no longer present to begin administration.
- Inform the students that:
 - The computer scan sheets and analysis will not will not be shown or returned to the faculty until official grades have been submitted.
 - Hand-written comments will be compiled by a support staff person. Only aggregate data from the comments will be returned to the faculty member after grades are posted.
- Distribute evaluation forms to all students present.
- Collect evaluation forms from all students willing to complete them.
- Place the forms in the Inter-Departmental Mail envelop provided by the instructor.
- Read the statement below and sign the form attesting that you have followed the instructions.
- Deliver the envelope along with this form to the Baccalaureate Nursing Department Administrative Assistant in NB 325.

I have volunteered to administer the course/clinical student evaluation of teaching for _____ in NURS _____ and have followed the (Faculty Name) instructions above.

Signature of Student

Date

DEPARTMENT ADMINISTRATIVE ASSISTANT INSTRUCTIONS FOR PROCESSING COMPLETED EVALUATIONS

- Submit computer scan sheets and *Course Evaluation/Survey Processing Form* to the University Testing Office.
- Compile hand-written comments. Only aggregate data is returned to the faculty member being evaluated. Destroy the original hand-written comments after compiling.
- Return evaluation materials (original scan sheets, aggregate and computerized results, and this form signed by the student proctor and administrative assistant) to faculty after the deadline for submitting final course grades for the semester.

Signature of Administrative Assistant

Date