STUDENT COURIER INSTRUCTIONS

Thank you for agreeing to act as a representative for the students in this class. By following the instructions given here, you will help assure that the responses and comments made by the students in this class are properly handled and the results accurately produced.

PLEASE READ THE FOLLOWING STATEMENT TO THE CLASS:

UAF was directed by the Board of Regents to develop a process to obtain student opinion of instruction, and, in 1980 the UAF Faculty Senate passed a resolution adopting a university-administered process. The resolution states, “the results of evaluations are to be used to aid curriculum improvement, to aid in improvement of teaching by individual faculty, for documentation for faculty promotion and tenure, and to aid students in course selection.” Because of the importance of your opinion, please mark your responses carefully. We encourage you to take this opportunity to provide your opinion on the survey forms as well as an opportunity to provide written feedback directly to your instructor on the yellow comment sheets. The yellow comment sheets are not read by anyone other than the instructor. Survey reports are available for review in the Rasmuson Library and at the ASUAF office. The Office of the Provost, in conjunction with each College/School, administers the process.

PLEASE DO THE FOLLOWING:

1. Pass out one response form and one yellow comment sheet to each student.

2. Pass out a No. 2 lead pencil to any student who does not have a No. 2 pencil to use. USE ONLY NO. 2 PENCILS TO MARK RESPONSES!!

Announce the following “HOW TO” information:

- Fill in the instructor’s last name, name, the course number, and the section number on the top of the survey form.

- Since these forms will be read by an electronic scanner, darken the bubble completely that corresponds to your answer. USE ONLY A NO. 2 PENCIL!

- If you choose to write comments on the yellow comment sheet, please fill in the instructor’s name, course number and section number on the top of the form.

- DO NOT WRITE ON THE BACK OF THE QUESTIONNAIRE. (Use the separate yellow sheet for any written comments.)

3. When students have completed the forms, collect the questionnaires and the comment sheets, and put them back in the course packet.

4. Collect the pencils and put them back in the pencil bag, place the bag in the envelope.

5. IMMEDIATELY AFTER THE CLASS, DELIVER THE COURSE PACKET to your Dean or Director’s office, or the following drop-off points if your class is after hours:
   - Wood Center Information Desk
   - Hutchison Career Center Front Desk
   - Downtown Center 2nd Floor Reception Desk
   - Room 109 U Park