

STUDENT MONITOR INSTRUCTIONS

1. Giving out instructions:

ASK STUDENTS TO:

A) PRINT LARGE AND LEGIBLY

B) USE BLACK BALL POINT PEN

c) INCLUDE COURSE # AND

SYNONYM as written on the black board (packet label).

d) EMPHASIZE TO STUDENTS TO appropriately fill in the squares.

Direct their attention to instructions on top of the form.

Tell them: Your comments are used to improve educational programs. Please offer comments that are relevant to enhance student performance and success.

INSTRUCT THEM: THIS IS THE ONLY WAY YOUR RESPONSES WILL BE SCANNED:

This is CORRECT:

To make a correction, darken box of the incorrect response and insert an "x" in the correct box:

CORRECTION:

2. Distribution:

Do not distribute more forms than there are students in class.

3. After distributing:

Return the extra forms to the pink envelope.

4. Collection:

After students complete forms, collect and place them back into the packet (separate from the extra forms).

5. Mail immediately:

It is VERY IMPORTANT that YOU take the packet DIRECTLY to the CAMPUS MANAGER OR MAIL ROOM.

THANK YOU FOR YOUR COLLABORATION! ☺ *Following these steps will optimize the course evaluation process.*