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.

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

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.