

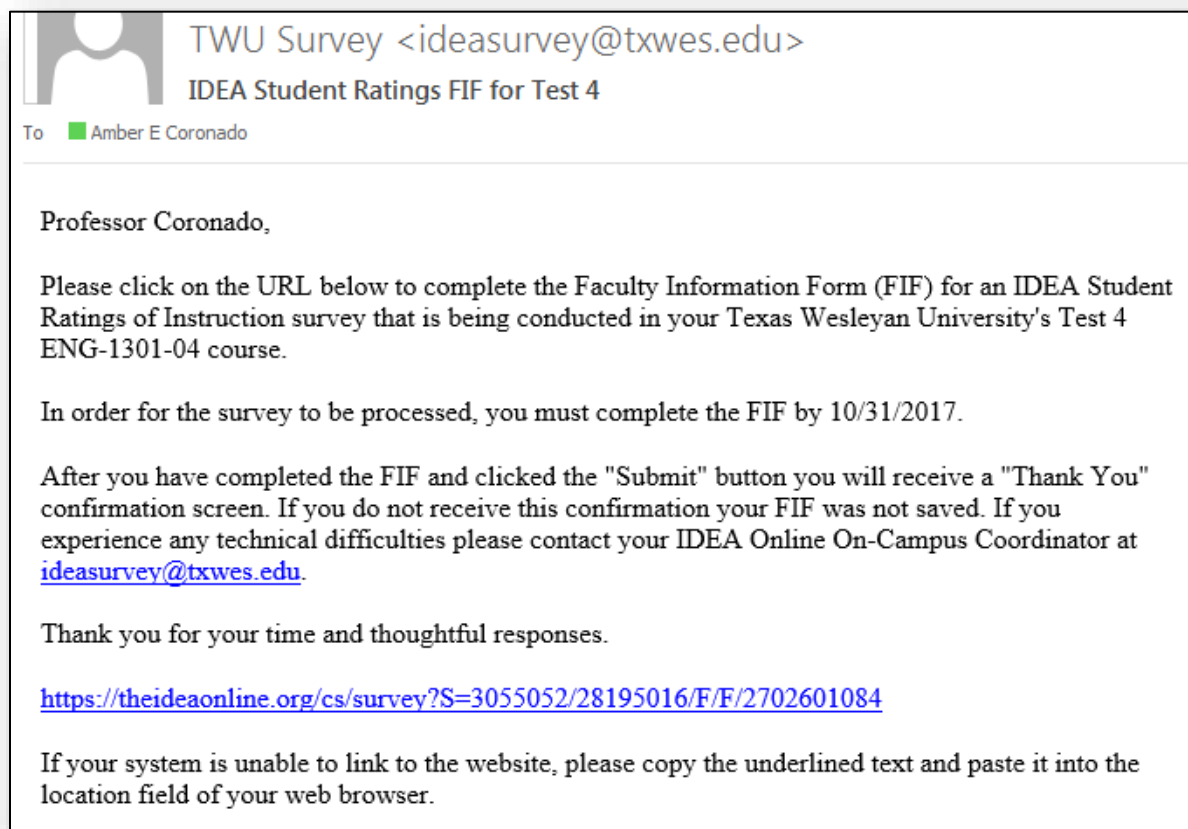
# DIRECTIONS TO FACULTY

## IDEA Student Ratings of Instruction

The Faculty Information Form describes your course and provides critical information needed to generate your report. Faculty Information Forms (FIF) are typically available for completion for a duration of 2 weeks. FIF emails are sent out **6 weeks prior to the end of the semester**, and reminder emails may be sent at the discretion of Texas Wesleyan until the form has been completed.

### Completing Your Faculty Information Form (FIF)

Faculty who are teaching courses *selected* to be evaluated will receive the following email from [TWU Survey](#) for each course that is being evaluated. **Course selection is determined by the Dean.**



Faculty should complete the following steps for all selected courses and associated FIF emails.

Additional resources can be found at:

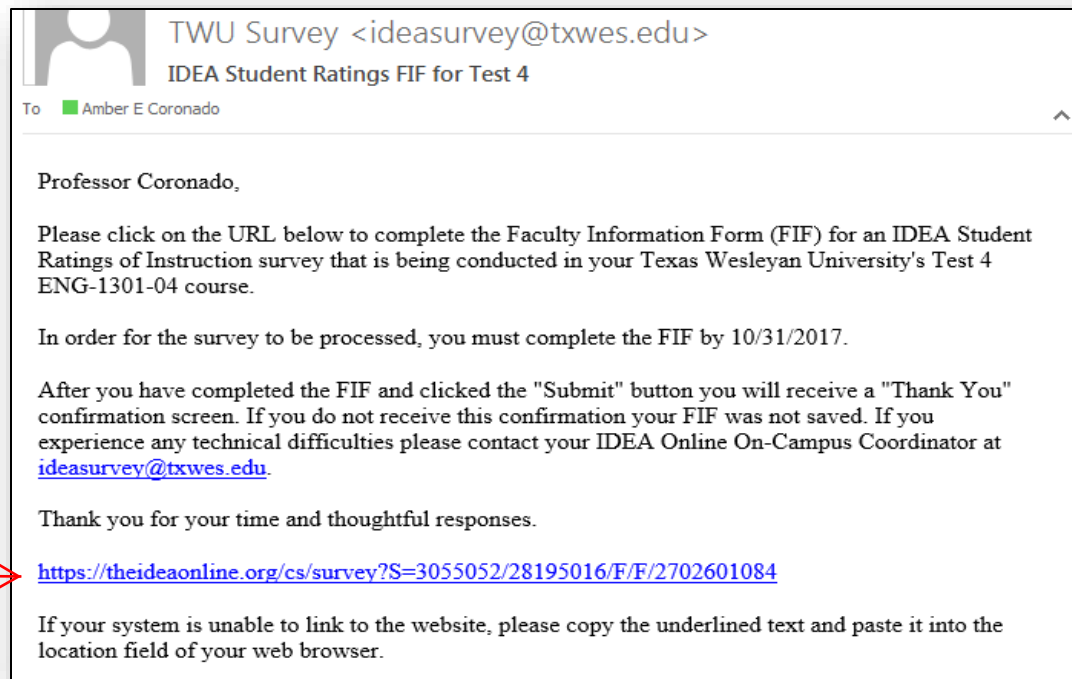
<http://www.ideaedu.org/Resources-Events/For-Current-Clients/Legacy-Paper-Platform#74129-faculty-resources-onlinepaper>

A how to video can be watch at:

<http://www.ideaedu.org/Resources-Events/Support-For-Current-Clients/Completing-the-Faculty-Information-Form-Videos>

## 1. Click the blue link in the email

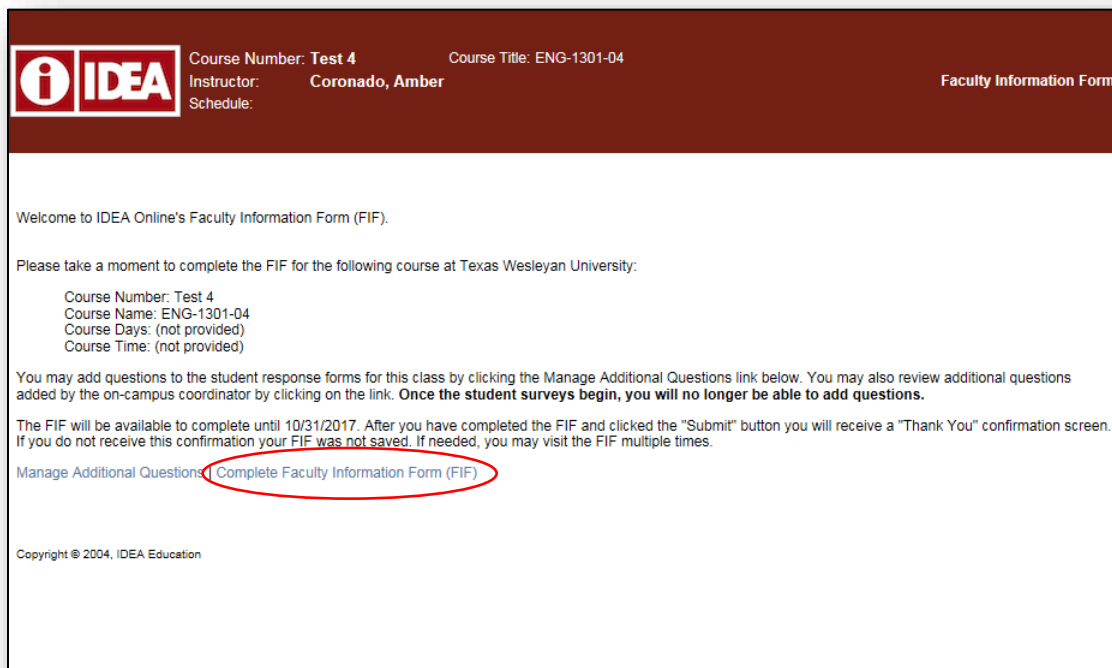
This will open a separate window and take you to the FIF for the specific course.



## 2. Click on "Complete Faculty Information Form (FIF)"

For instructions on managing additional questions, [click here](#).

Be sure to verify the information for the course you are surveying.



If you have previously taught the same course, you may choose to copy the objectives you previously selected in past terms. This will copy all of the objectives previously selected and transfer them to the current course and you should proceed to step 5.

If this is your first time teaching and surveying the course, or if you would like to manually select the objectives, continue to step 3.

**ONLINE** Schedule

### Faculty Information Form (FIF)

#### Copy Previously Selected Course Objectives

You can copy the previously selected objectives from the following Faculty Information Forms. Select a FIF from the drop-down list, click the "Copy Objectives" button, complete the contextual question at the end of the survey, and submit the form.  
(Group | Course Number | Course Title | Instructor)

Select a survey ...

**3. Verify the prefilled discipline code is correct. If the discipline code box is blank or incorrect, click the drill down arrow and select a discipline code.**

Discipline codes are prefilled based upon the course offering.

For more information on discipline codes, [click here](#).

**IDEA** Course Number: Test 4 Course Title: ENG-1301-04  
Instructor: Coronado, Amber  
Schedule:

### Faculty Information Form (FIF)

#### Copy Previously Selected Course Objectives

There are currently no Faculty Information Form responses to copy.

#### Verify or Select Discipline Code

This code is used to provide the disciplinary components in the course report.  
Please confirm or select the Discipline Code for this course.

2304 English Composition


[Browse the full catalog of discipline codes.](#)

#### 4. Select your objectives.

Mark each objective as:

M = "Minor or No Importance"; I = "Important"; or E = "Essential"

For more information on selecting your objectives, [click here](#).



Course Number: **Test 4**      Course Title: ENG-1301-04

Instructor: **Coronado, Amber**

Schedule:

**OBJECTIVES**


Using the scale provided, identify the relevance of each of the twelve objectives to this course. Your weighting of the objectives is very important because it describes the uniqueness of your course by defining its purposes and what students are supposed to learn. As a general rule, we recommend that you select no more than 3-5 objectives either as "Essential" or "Important," prioritizing what you want students to learn. The weighting system used to generate summary results in the IDEA report weighs Essential objectives "2," Important objectives "1," and Minor objectives "0."

**M** = Minor or No Importance  
**I** = Important  
**E** = Essential

	M	I	E	
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gaining factual knowledge (terminology, classifications, methods, trends)
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Learning fundamental principles, generalizations, or theories
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Learning to <i>apply</i> course material (to improve thinking, problem solving, and decisions)
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Acquiring skills in working with others as a member of a team
6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.)
7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc)
8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Developing skill in expressing oneself orally or in writing
9.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Learning how to find and use resources for answering questions or solving problems
10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Developing a clearer understanding of, and commitment to, personal values
11.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Learning to <i>analyze</i> and <i>critically evaluate</i> ideas, arguments, and points of view
12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Acquiring an interest in learning more by asking questions and seeking answers

## 5. Answer the Contextual Questions (Research Purposes):

Questions 13-35 are contextual questions that the IDEA Center uses for research purposes in order to improve the interpretation of student ratings. These questions will not affect your score but **must be completed to submit your FIF.**



Course Number: Test 4      Course Title: ENG-1301-04

Instructor: Coronado, Amber

Schedule:

**Contextual Questions (Research Purposes):**

The IDEA Center will conduct research on these optional questions in order to improve the interpretation of student ratings.

13. Which of the following represents the primary approach to this course?

- Lecture
- Discussion/recitation
- Seminar
- Skill/activity
- Laboratory
- Field Experience
- Studio
- Multi-Media
- Practicum/clinic
- Other

14. If multiple approaches are used, which one represents the secondary approach?

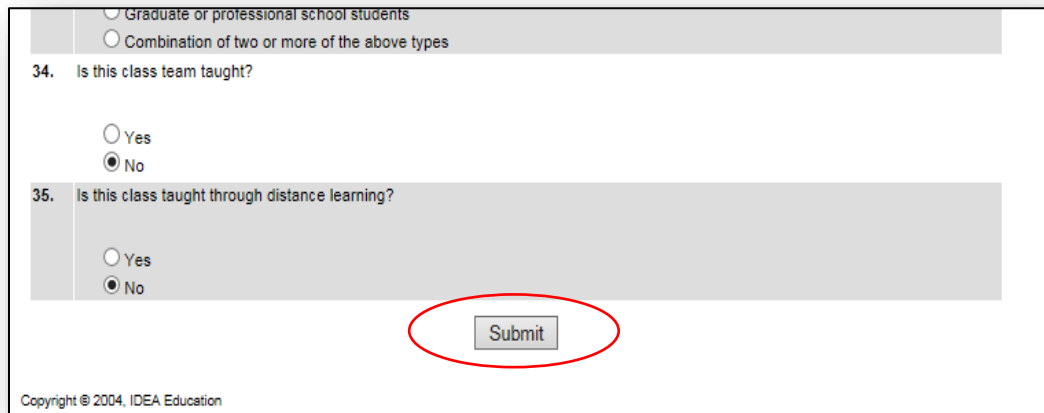
- Lecture
- Discussion/recitation
- Seminar
- Skill/activity
- Laboratory
- Field Experience
- Studio
- Multi-Media
- Practicum/clinic
- Other

Describe this course in terms of its requirements with respect to the features listed below. Use the following code to make your responses:

**N** = None (or little) required  
**S** = Some required  
**M** = Much required

	N	S	M	
15.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Writing
16.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Oral communication
17.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Computer applications
18.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Group work
19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mathematical/quantitative work
20.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Critical thinking
21.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Creative/artistic/design endeavor
22.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reading
23.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Memorization

6. When you are done answering all questions, click on the “Submit” button to save your entries.



The screenshot shows a survey form with two questions. Question 34 asks "Is this class team taught?" with radio buttons for "Yes" and "No", where "No" is selected. Question 35 asks "Is this class taught through distance learning?" with radio buttons for "Yes" and "No", where "No" is selected. A "Submit" button is located at the bottom center and is circled in red. The footer text reads "Copyright © 2004, IDEA Education".

Graduate or professional school students  
 Combination of two or more of the above types

34. Is this class team taught?

Yes  
 No

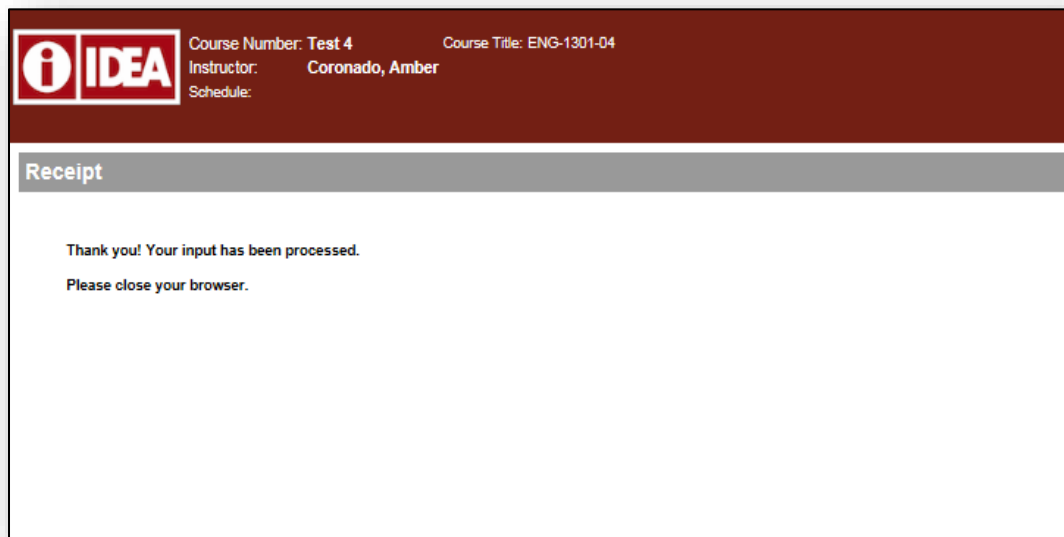
35. Is this class taught through distance learning?

Yes  
 No

Submit

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7. Once submitted, you should receive a confirmation page.



The screenshot shows a confirmation page with a dark red header. The header contains the IDEA logo and course information: "Course Number: Test 4", "Course Title: ENG-1301-04", "Instructor: Coronado, Amber", and "Schedule:". Below the header is a grey bar with the word "Receipt". The main content area contains a thank you message and a request to close the browser.

**IDEA** Course Number: Test 4 Course Title: ENG-1301-04  
Instructor: Coronado, Amber  
Schedule:

**Receipt**

Thank you! Your input has been processed.  
Please close your browser.