**Student Course Evaluation Administration Instruction for the IDEA Form**

**Instructions to Faculty:** Course evaluation should be given at **beginning** of the class period. Please follow all instructions carefully.

The following steps outline the procedures for administering the IDEA evaluation:

**Step 1:** Complete a Faculty Information Form (blue) for each class.

**Step 2:** Distribute the student forms (and any comment sheets or sheets with additional questions, if any). Remind the students to use a **No. 2 Pencil ONLY**.

**Step 3:** **Important!!** — Provide the students with the following general course information: (1) **Institution**; (2) **Instructor**; (3) **Course number and section**; (4) **Time and days class meets**. Direct the students to complete these sections on the front of their survey form.

**Step 4:** Read out loud the following instructions to the students:

“**Your ratings will be most helpful to the instructor and to the University if you answer thoughtfully and honestly.** Students sometimes wonder, "If the course was well taught and I learned a lot, should I rate every item high?" The answer is "No." The IDEA questions focus on what the instructor was trying to teach and on what you learned. As such, an instructor is **not** expected to do well on every item.

As student raters, you should also know that the results of your ratings for this class will be included as **part** of the information used to make decisions about promotion/tenure/salary increases for this instructor. Fairness to both the individual and the institution require accurate and honest answers.”

**Step 5:** To insure objectivity and uniformity, the **instructor should leave the room** while the students complete the student response forms. Have a member of the class take responsibility for returning all materials to the Dean’s office after class.