

## INSTRUCTIONS FOR ADMINISTERING THE GTA COMMUNICATION SURVEY

Departments are responsible for administering the GTA Communication Surveys to students in course where the instructor is a GTA who is teaching for the first time at K-State. The GTA instructors are **NOT** to administer the survey themselves. Please identify someone within your department to administer the surveys and provide him/her with this packet.

To ensure fair and uniform treatment for all GTAs, please follow these standard procedures:

1. To avoid last-minute problems, please arrive at the classroom and/or lab at least five minutes before the survey is to be administered and make your presence known to the GTA.
2. At the designated time, ask the GTA if he/she is ready for the survey administration. **In the rare cases where there is a problem, another administration date can be set.**
3. To alleviate students' concerns, please ask the GTA to step out of the room while students complete the survey. In laboratories, where students may not complete projects at the same time, request the GTA to stay nearby.
4. Before reading the instructions to the students, please write on the board the following information: a) Instructor's Name, B) the Course Code, and the Days and Time the class meets. All of this information is printed on the label of the envelope containing the student surveys. Students will need this information when filling out the survey.
5. You should introduce yourself, and read aloud the following statement explaining the purpose of the survey:

**"I am here to conduct a brief survey of Mr./Ms. {name of GTA instructor}'s demonstrated ability to understand students and to be understood by students. To provide the highest quality instruction, Kansas State University surveys all students in the classes of Graduate Teaching Assistants who are in the classroom for the first time at this campus. Please be frank in answering each of the survey items as they relate your instructor's communication abilities. All of your responses are anonymous.**

**Please note this is NOT an evaluation of the course or the overall performance of the teacher. In most cases, course evaluations will be conducted at the end of the course. Please do not provide any personal information on the survey form that identifies you, and use a number two pencil to make your responses. An area for comments is designated on the back of the survey form. If you choose to provide comments, please provide both positive and negative feedback such as specific strengths and weaknesses of your instructor's communication skills.**

**If you have questions about this process, please contact Cia Verschelden at 532-5712.**

6. Distribute one scan survey form to each student and offer pencils to students who need them.
7. Remind students to provide the Instructor's Name, the Course Number, and the Days and Time the class meets on the scan form.
8. When all students have completed the survey, collect the forms and pencils.
9. At the conclusion of the survey, thank the students. If the survey was administered at the beginning of class, indicate that the students should continue working and inform the GTA that the survey is complete. If the survey was administered at the end of class, dismiss the students.
10. The completed surveys need to be placed back into the course-specific envelope (marked confidential) provided. Please put your name on the envelope along with the date of the administration and the time it began. **To ensure confidentiality, please hand-deliver the envelope to the Office of Assessment, 226 Anderson Hall.** If hand-delivery is not possible, please call us at 532-5712 and we will pick up the envelope with the surveys enclosed.