

TO: GTA

FROM: Cia Verschelden
Director, Office of Assessment

SUBJECT: GTA Communication Survey

DATE: August 31, 2007

The GTA Communication Survey is designed to assess student perceptions of your ability to be understood and their perception of being understood by you. To provide the highest quality of instruction, Kansas State University surveys the students of all GTAs who are teaching for the first time at the university.

As part of this continuing university-wide initiative, your department will be contacting you to schedule a time for the survey to be administered to the students in your classes. A copy of the survey form is enclosed for your information.

The GTA Communication Survey was developed to provide GTAs with important feedback on their classroom communication skills. A summary report of the survey results will be provided to you and to the department head. If your results indicate “adequate,” “good,” or “superior” ratings, you can have confidence in your basic communication skills.

If you are identified as having three or more areas of “serious concern,” you will receive information on how you can improve your skills. In addition, the Office of Assessment will request that a subsequent communication survey be scheduled approximately three weeks after you receive your summary report.

Attached to this letter, you will find:

- GTA Information Form. **Please complete the sheet and return it to the Office of Assessment by September 10th.** This information will assist us with arranging for your department to administer the survey to students in your class(es).
- GTA Confirmation Form. **Please sign the form and return it to the Office of Assessment by September 10th.** This acknowledges that you received this GTA Communication Survey packet, and that you understand that a copy of the survey results will be sent to your department head.
- GTA Communication Survey. This is a copy of the survey that will be completed by the students.
- Sample Report. This is an example of the report that you will receive at the completion of the survey process.

If you are not a GTA teaching for the first time at Kansas State University, not sure you fit this description, or if you have any other questions relating to the survey process, please call or Steven Hawks (sjhawks2@ksu.edu) in the Office of Assessment at 532-5712.

Thank you.