

IDEA STUDENT RATINGS SYSTEM

Departmental Evaluation Coordinator Directions for Administering

Revised Fall 2016

For Use with IDEA Long Form (burgundy) or Short Form (red).

These pages contain information you will need to administer the IDEA rating system. If you have further questions, please contact the Teaching & Learning Center (2-7828) at Anderson Hall.

RESPONSIBILITIES OF THE PERSON ADMINISTERING IDEA IN CLASS

TO ADMINISTER:

1. On the chalkboard, write the instructor's name, the course number (e.g. BIOL 345), and the time and days the class meets. Ask students to put that information in the appropriate blanks on the *burgundy* form or the *red* form.
2. Unless your department has its own standardized directions, the following instructions to the students should be **read aloud**:

*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." IDEA focuses 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. In recognition of this, items not related to this course are **not** counted in the final evaluation. Any additional comments you would like to make should be written in the space provided on the survey form.*

Note: IF the data will be used for **personnel decisions**, the students should also be told the following:

*As student raters, you should also know that the results of your ratings will be used as **part** of decisions related to promotion/tenure/salary increases.*

3. Remind students to **use a No. 2 pencil** and that the **Survey form MUST NOT be folded**.
4. Distribute one survey form to each student.
5. If the instructor has prepared additional questions on separate sheets, distribute those also. Tell students to answer the additional questions beginning with item #48 ("Extra Questions" section) on **side 2** of the **burgundy** form, or beginning with item #19 ("Extra Questions" section) on **side 1** of the **red** form.
6. When the students have finished marking their responses, gather all the completed forms. Straighten the forms so that the **corner-cuts** are aligned in the **upper right-hand corner**.

TO RETURN:

1. Deliver the completed survey forms (**do NOT fold**) to the designated representative in the department.
2. Return the extra survey forms, these directions, and any other materials to the instructor or to the designated representative in your department so that they may be used in other classes.
3. The designated representative will deliver the completed survey forms along with the *Faculty Information Form* completed by the instructor to the Teaching & Learning Center, 206 Anderson Hall.