Administering ESCI Surveys in the Classroom

It is essential to the integrity of the ratings system that any person being rated NOT have access to, or be perceived as having access to, the raw ratings and comments or any summaries thereof prior to the submission of course grades.

Administer and collect surveys during Dead Week, NOT Finals Week.

ANNOUNCE TO THE CLASS:

1. Purpose of the Survey
   The purpose of this survey is to provide feedback about how the course might be improved. ESCI data is used in the academic personnel process.

2. Student Anonymity is Protected
   Remind students to NOT put their names on the scantron Response sheets. Inform students that the instructor will not see the statistical reports and written comments until grades are submitted.

3. Write the Instructor's Name, Course Information and Quarter
   Remind students to write the instructor's name, course information, and quarter on both the scantron Response Sheet and any other sheets to be used for written comments.

4. Answer Questions A & B (Faculty Surveys Only)
   REMIND students to answer Questions A and B on the scantron Response Sheet. These questions are particularly important for the academic personnel process.

5. Encourage Written Comments (If They Are Present on the Questionnaire)
   Encourage students to write detailed comments and/or suggestions.

6. Completed Survey(s)
   Instruct students on what to do with their forms when completed, for example "put the questionnaire face down on the table at the front of the room."

ASK A VOLUNTEER TO COLLECT ALL RESPONSE FORMS

One or more persons not directly involved with teaching the course (i.e. not a person being rated, and not a course instructor, TA or reader) should be responsible for placing the forms in the envelope(s) or packet(s) provided by the departmental ESCI Contact Person. Seal the packet(s) if possible. Return the packet(s) as pre-arranged to the department, as detailed below.

RETURN ALL RESPONSE FORMS TO THE DEPARTMENT

The response forms collected in each class should be transported to the department by an authorized person. Persons who are authorized to collect and transfer forms to the Department include:

- Students assigned, or who volunteer, at the time of survey administration in class
- Volunteer undergraduates, arranged ahead of time, enrolled in the class
- Volunteer undergraduates, arranged ahead of time, not affiliated with the class
- Departmental honor society undergraduates
- Grad students not affiliated with the course being rated
- Departmental staff (either permanent or casual, hired for this purpose)

Packets should be returned to the department ESCI Contact person, unless otherwise specified.