

INSTRUCTIONS FOR ADMINISTERING COURSE RATINGS IN CLASS

1. The individual administering course ratings (instructor, student or department assistant) should read the following statement to students as blank forms are distributed:

"Please answer every question. Mark your desired choice by placing an 'X' in the appropriate box with a blue/black pen or pencil. Other markings including checkmarks are NOT acceptable. As the forms are machine scanned, please press firmly and stay within the box to be sure your response is counted. Do NOT make any comments or marks outside of the boxes."

Correct Marking

Q1

Incorrect Markings

Q1
Q2
Q3
Q4
Q5

2. Anyone collecting the completed forms should handle them responsibly and confidentially.
 - i. Allow enough time for thoughtful responses
 - ii. Never fold the forms
 - iii. Place blank unused forms behind completed forms and insert all of them back into the envelope.
 - iv. Do not return this instruction sheet. Please recycle it.
3. The following **do not** participate in course ratings:
 - i. Auditors
 - ii. Students in independent study courses
 - iii. Students in senior thesis courses
 - iv. Students in internships
4. In the event that additional forms are needed for a particular course, please email Kerry Nelson at knelson3@skidmore.edu and include: instructor's name, department, course title, course number, actual number of students enrolled in the course (**auditors do not fill out ratings**).

Have students complete the ratings form no later than the last week of classes. DO NOT distribute during finals week. Return them promptly to your department administrative assistant **by Tuesday, April 28, 2020.**

INSTRUCTIONS FOR DEPARTMENT ADMINISTRATIVE ASSISTANTS

1. Please return all forms to Institutional Research in the same envelopes. Information on the envelope labels and forms must match for the scanning process to work.
2. Please remove the instruction sheets from each packet and discard them.
3. Please **DO NOT**:
 - Seal envelopes
 - Use staples or paperclips
4. Return your department's packets to the Office of Institutional Research located in Hoge Hall, room 206 **by Friday, May 1, 2020.**

We appreciate your help in making this process run as smoothly as possible.

Please read the Frequently Asked Questions (over).

If you have any further concerns, please contact Kerry Nelson at knelson3@skidmore.edu or x8309.

FREQUENTLY ASKED QUESTIONS

How often are course ratings conducted?

Faculty/Course Ratings are administered at the end of every fall and spring semester.

Are ratings necessary for all courses?

All courses are rated with the exception of independent study, internship and senior thesis courses. Requests for other exceptions must be approved by the Dean of Faculty.

Do all students in the course complete a ratings form?

No, auditors and independent study students do not complete ratings.

What do I do if I need additional forms for a course?

If additional forms are needed for a course, please email Kerry Nelson at knelson3@skidmore.edu with the following: 1) instructor's name, 2) department, 3) course title, 4) course number, 5) actual number enrolled in the course. You may wish to verify the enrollment number on the portal first. Please do not photocopy as each ratings form has a unique code and is printed on heavy weight legal paper for scanning purposes.

For ratings of courses, what is the minimum number of enrolled students?

There is NO minimum number of enrolled students per course - ALL COURSES are rated other than those mentioned above. The Dean of the Faculty's Office will follow up on courses that are not rated.

Why does my course enrollment count on the web differ from what appears on the ratings packet?

This may occur for one or more of the following reasons:

- 1) The class has *auditors* enrolled (who are not eligible to complete ratings).
- 2) Students *withdrew by the withdrawal date* and were not included in the faculty ratings count, but may still appear in the enrollment count on the web.
- 3) Students *withdrew after the withdrawal date*. These students are NEVER removed from the faculty ratings count.

Why can't I change or correct information on ratings packet labels?

If the information on the label is incorrect, then the information we have in the database is incorrect and needs to be revised. Please email us with the following: 1) instructor's name, 2) department, 3) course title, 4) course number, 5) actual number enrolled in the course. You may need to check with the instructor to obtain the correct number.

Why is it important that I return ratings in the matching envelope?

The label on the envelope matches the correct instructor to the class being rated. It is important that the forms be returned in the correct envelope in order to assure that the instructor is being rated for the correct course.