

**Instructions to faculty member:**

1. Select a student in class to administer the Student Evaluation Form to class members.  
NOTE: Instructor must leave the room while students are completing the evaluation.
2. Student will return all completed forms using the original envelope provided.
3. The Instruction Office will forward the results to you when compiled.

**Instructions to student administering the student evaluation:**

1. Distribute one Student Evaluation Form to each student in class.
2. Before students start answering the questions on the Student Evaluation Form, give them the following directions:
  - a. Be sure to use a **#2 pencil** to mark the form.
  - b. This is your evaluation of the instructor's performance in class.
  - c. Do not write your name on the Student Evaluation Form as the evaluations are anonymous.
  - d. Please encourage students to make any additional comments on the back side of the evaluation form.
3. When the Student Evaluation Forms are completed, the delegated student will collect and place the forms in the envelope provided. **Do not fold them.** Seal the envelope. Return the sealed envelope to the Instruction Office (MVC-Room #1005 & SJC-Room #1100). The Instruction Office is open until 8:00pm Monday through Thursday and from 8am-12pm on Friday.