

APPENDIX D
ILLINOIS VALLEY COMMUNITY COLLEGE
TENURED LABORATORY INSTRUCTOR
STUDENT COURSE/LAB FEEDBACK GUIDELINES

Purpose

While students do not have the expertise to judge the content and design of a course they have perspectives that are valuable for laboratory instructors to use to improve the teaching and learning process. As active learners students deserve to have a voice in their education and an opportunity to reflect upon, understand, and assume responsibility for their learning.

Administration

The student feedback survey will be administered to all classes/labs during one semester of Year 1 of the evaluation cycle and one semester of Year 3 of the evaluation cycle. At the pre-evaluation conference prior to Year 1, the laboratory instructor and Dean will agree in which semester, fall or spring, the survey will be administered in Year 1; the survey will be administered in the opposite semester in Year 3. In the event that a laboratory instructor is not teaching during a semester designated for administration of the student feedback survey (sabbatical, maternity leave, etc.), an alternative semester can be agreed upon by the instructor and Dean.

The Dean and Laboratory Instructor will determine when the student feedback survey will be administered during the designated semester. The laboratory staff will distribute the student feedback survey to students as they begin their lab session. Upon completion, students will place the feedback form in the designated collection box and the laboratory staff will notify the administrative assistant from their division when the surveys can be picked-up from the box. (See attached samples of instructions)

Students will be informed of the following:

As a student you are the primary reason IVCC exists and we value your feedback. This activity will help the laboratory instructor identify what helped and/or hindered your learning in this course/lab. Your input will be confidential, but the survey results will be shared with the lab staff and Dean. We appreciate your taking the time to complete this activity; your efforts will improve the learning experiences of future IVCC students.

Interpretation of Data

It is understood that both positive and negative comments will likely be provided by students. Trends that may emerge will be discussed by the laboratory instructor and Dean as they relate to the guidelines of the course/lab. Negative comments from individual students will not be used in a punitive way; however, information regarding a breach of professional, ethical, or legal conduct will result in an appropriate response.

SAMPLE INSTRUCTIONS – Faculty Member



ILLINOIS VALLEY
COMMUNITY COLLEGE Memorandum (FACULTY MEMBER)

To: Faculty Member

From: Dean...

Date: October 24, 2007

Re: Student Course/Lab Feedback

Enclosed in this packet are student course/lab feedback surveys for the students in your class/lab to complete. Students will be evaluating the instruction of the entire lab, not individual instructors. A portion of the survey may consist of written comments and the other portion will be on the Scantron form. The laboratory instructor and Dean will determine when the survey will be given. Please inform students where to place completed forms. A sealed box will be provided.

Please allow privacy while students complete the survey. Many students feel “intimidated” if the instructor is nearby while they complete the form.

A summary of the surveys will be shared with you after the surveys are compiled.

Thank you for helping to facilitate this activity.

SAMPLE INSTRUCTIONS for Student



ILLINOIS VALLEY
COMMUNITY COLLEGE Memorandum (STUDENT)

To: Student X

From: Dean...

Date: October 24, 2007

Re: Student Course/Lab Feedback

Please help our laboratory staff improve instruction by completing the attached student feedback form. Base your responses on the overall laboratory experience that you have received from the entire laboratory staff.

Directions:

1. Obtain a "STUDENT COURSE FEEDBACK" survey and scantron answer form from a member of the laboratory staff.
2. Read the following instructions and complete the survey.
 - **Please complete both sides of the student course feedback form.**
 - **Please use a #2 pencil to mark your responses on the Scantron form.**
 - **DO NOT put your name or social security number on the sheet.**
 - **Please return the completed feedback forms to the sealed box in the designated area in the lab.**
 - **Note: The laboratory staff will only receive a typed summary of all responses. They will not see the individual feedback forms that you complete.**
 - **Thank you for taking the time to give us your input.**

Student Course/Lab Feedback

As a student you are the primary reason IVCC exists and we value your feedback. This activity will help the laboratory instructor identify what helped and/or hindered your learning in this course/lab. Your input will be confidential, but the survey results will be shared with the lab staff and Dean. We appreciate you taking the time to complete this activity; your efforts will improve the learning experiences of future IVCC students.

Part I. Student Course/Lab Experience. (Please consider all aspects of this course/lab, lectures, field experiences, etc.)

- 1. I understand the expectations of this class/laboratory.**
- 2. The laboratory assignments and activities are well planned and organized.**
- 3. The laboratory staff displays enthusiasm about the subject matter.**
- 4. I feel comfortable enough in this class/laboratory to express my ideas and opinions.**
- 5. The laboratory staff is available to assist me in understanding the presented material.**
- 6. A variety of methods are available to help me better understand the material (discussion, video, small-group, supplemental CD-ROMs, one-on-one instruction, visual aids, “hands on” etc.).**
- 7. While working in the laboratory/class, I am treated with courtesy and respect.**
- 8. The assignments/laboratory exercises help me meet and learn the objectives of the course.**
- 9. I feel that the tests and/or laboratory practicals reflect the content and objectives of this course.**
- 10. I feel that the exams/laboratory practicals allow me to demonstrate and apply my knowledge of the subject.**
- 11. I feel that the laboratory staff returned tests and/or assignments in a reasonable amount of time.**

12. I feel that I clearly understand the grading methods used, and they are consistently applied.
13. The laboratory staff is generally available to give assistance.
14. The flexibility of the laboratory hours meets my needs.
15. I feel the facility and equipment in the classroom/laboratory enhanced my learning experience.

Part II. Student Participation Information

Please mark the answer that best describes your participation in this class/laboratory. (Please consider only the laboratory/classroom aspects of this course).)

16. I ask the laboratory staff for clarification of concepts/procedures.
Very Often Often Sometimes Never
17. I come to class/lab prepared.
Very Often Often Sometimes Never
18. I work with other students during class or outside of class to prepare/complete class/laboratory assignments.
Very Often Often Sometimes Never
19. I discuss grades or laboratory assignments with the laboratory staff.
Very Often Often Sometimes Never
20. I work harder than I thought I could to meet the standards and expectations of this course/lab.
Very Often Often Sometimes Never

21. Which best describes the reason you took this course?
- A. Requirement for your degree/certificate
 - B. Requirement for your degree/certificate but outside your major area of study (ie: general education requirement)
 - C. Elective for your degree/certificate
 - D. Personal Interest
 - E. Prerequisite
22. Please share any other comments about your experience in this course.
(Please consider all aspects of this course/labs, lectures, field experiences, etc.)
23. I attend IVCC:
- A. Full-Time (12 credit hours or more)
 - B. Part-Time (Less than 12 credit hours)
24. In this course I:
- A. Attended all class/laboratory sessions
 - B. Missed 1 – 2 classes
 - C. Missed 3 – 5 classes
 - D. Missed 6 or more classes
25. On average, how many hours a week have you spent on this course outside of class?
- A. 0 - 3
 - B. 4 – 6
 - C. 7 – 9
 - D. 10 plus
26. I am current with my work in this class/laboratory.
- A. All of the time
 - B. Most of the time
 - C. Some of the time
 - D. Little of the time or never

27. The grade I am currently earning is best estimated as:

- A. A
- B. B
- C. C
- D. D or lower
- E. Not applicable

28. How many credit hours have you *completed* so far towards your degree or certificate?

- A. 45 or more
- B. 30 to 44
- C. 16 to 29
- D. 0 to 15