Paper Student Evaluation of Teaching (SET)

Student Volunteer Instruction Sheet – Fall 2018

1. Be sure the instructor being evaluated has written on the whiteboard/screen: the course name and number, section number, and their name. Be sure you have the correct envelope, if not, see your faculty member.

2. Be sure that the instructor has left the classroom.

3. **DISTRIBUTE** the following to each student in attendance:
   - Student Evaluation of Teaching (SET) Form

4. **READ** the following aloud to the class:

   Use only BLACK or BLUE INK PEN on the scannable form. Mark an X in the box next to the requested student information and answer the questions on both sides of the form.

   Please read the instructions on the form carefully.

   All written comments must be within the comment boxes on the form.

   DO NOT SIGN THE FORM.

5. **COLLECT** all evaluation forms (used and unused) when students have finished.
   - Put all SET forms in the envelope(s).

6. **SEAL** the envelope(s) very carefully. *Unsealed envelopes will not be processed*.

7. One student volunteer **MUST SIGN** across the sealed flap.

**PLEASE RETURN** the sealed SET packet to the department office* at the end of the class period. DO NOT keep in your possession. Make sure the person at the desk double checks your envelope and accounts for you turning it in.

* For evening classes **ONLY**, submit the sealed SET packet to the University Police Department (UPD), located at the parking structure at the corner of West 2nd Street and Chestnut Street. UPD has a plastic SET box where sealed SET packets are collected.

THANK YOU!

Updated: 10/11/18