**Paper Student Evaluation of Teaching (SET)**

**Faculty Instruction Sheet – Fall 2018**

1. Set aside time to do the SET during a regular class session from **November 5 through November 30**.

2. Take the envelope with the SET forms to each class. **Check the course labels to be sure that you are taking the correct envelope to each of your classes.**

3. The SET **must** be administered in the **first 20 minutes** of the class period. Write legibly on the whiteboard/screen: course name and number, section number, and your name.

4. Secure **one student volunteer** to read the **Student Instruction Sheet** and administer the SET to the entire class.

5. **Remind** the one student volunteer to:
   - Carefully read and follow the **Student Instruction Sheet**.
   - Seal the envelope making sure it is secure. (Unsealed envelopes will not be processed).
   - Students **no longer need to sign** across the flap.

6. **Leave the room** while the evaluations are conducted.

Students are instructed to return the sealed, envelopes to the department office when the class is over.

Evaluations for classes held **after 5:00 PM** are to be turned in to the University Police located at the parking structure at the corner of West 2nd Street and Chestnut Street.

PLEASE CONTACT THE TESTING OFFICE (x6218) IF YOU WANT TO KNOW IF YOUR PACKETS HAVE BEEN TURNED IN.

Do not contact the University Police.