

BOWDOIN COLLEGE

DEAN FOR ACADEMIC AFFAIRS

MEMORANDUM

To: The Faculty
From: Cristle Collins Judd
Date: April 22, 2009
Subject: **Student Course Opinion Forms – Important Guidelines**

Enclosed are Student Course Opinion Forms for use in your Spring 2009 courses. Because students' responses will be scanned electronically, I ask your help in ensuring that certain steps are followed.

Before distributing forms

Check the identifying information for your course. The Class ID on the envelope and on each form inside the envelope identifies your course for the scanning process and links the responses on the form to you and your particular course. **Please check that the forms you hand out have a consistent Class ID that matches the Class ID on the envelope.**

If you do not have enough forms for a class, call the Dean's office (x. 3578), or you may make a photocopy of one of the correctly coded forms.

If an auditor would like to complete a form, please direct the individual the Dean's office to complete a form separately or photocopy a blank form from the correct course packet and mark it clearly with the word "Auditor" across the top.

Upon distributing forms in class

Please instruct students to:

1. Write the correct course number, department, and instructor at the top of the form, as this provides a double-check in linking their responses to your course.
2. Use a dark-colored pen or pencil and darken the response circles ("bubbles") completely – no circles, "X's" or check marks.
3. Choose just one numeric response for each question. Marks between bubbles and multiple responses will not be recorded.

Please distribute the forms during the last week of classes. Designate a student to return the forms **in the original envelope** to the Dean for Academic Affairs office (Hawthorne-Longfellow, second floor) immediately after class.

I encourage you to plan class time so that students are able to respond thoughtfully. The results will be tabulated after all forms have been received and the original forms will be returned to you with a statistical summary as soon as possible after grades have been submitted. On the reverse of this memo, you will find the faculty policy on the use of Student Course Opinion Forms.

Enclosures