Early College Experience
Site Representative Instructions

Course evaluation packets will be delivered by Fed Ex to your school between March 23 and March 30, 2009.

In class survey completion by ECE students only should be between May 1, 2009 and June 19, 2009.

Deadline for return of the packets to the University of Connecticut is June 30, 2009.

Included in the Fed Ex shipment will be:

- A different packet for each class taught as an ECE class at your school
- Copy of the communication to the school Principal
- Copies of the enclosures in that packet for your use
- A check-list of the classes included
- A Fed Ex mailer for the return of the completed packets

Instructions:

- Please be certain that the class envelopes/forms are correct (class name, etc.).
- Alert the teachers and Principal to the arrival of the survey and set a time for the completion.
- Coordinate with the teacher of the class to either be the monitor of the survey yourself or be certain that one is assigned and (if possible) the teacher is out of the room when the survey is administered.
- Assign a secure place for the completed survey packets to be placed by the monitor prior to shipment back to UConn and advise all monitors (or teachers) of this area.
- When the packets have been completed, check them off on the monitor list and enclose them in the pre-addressed Fed Ex mailer to be returned to the Office of Institutional Research at the University of Connecticut. The check list should be included.
- Arrange for the office staff to request the Fed Ex pick-up.