To the Monitor Administering the Questionnaires

NOTE: Notify the instructor immediately if the information at the top of the forms does not correspond to the class taking the survey.

1. After the instructor has left the room distribute the 2 page rating forms (bubble and comment sheets) only to those students in the class who are registered as UConn Early College Experience students. The instructor should name those students for you.

2. Please read the following to the class:
   A. “This rating is voluntary but your full participation is vital to the Early College Experience program.”
   B. “A number 2 pencil must be used for the bubble sheets to scan. Only one filled in bubble per line will be accepted. Erase all unnecessary pencil marks thoroughly.”
   C. “Do not put your name on the survey.”
   D. “Comments may be written on the comment section at the bottom of the question sheet.”
   E. “This survey is conducted by the Office of Institutional Research of the University of Connecticut. The results of this survey are sent in aggregate form only to the ECE Program. They are used by the program to improve the content of the course and for continuing accreditation of the program. Individual responses are kept confidential.”

3. Collect both pages of the evaluation, including blank forms. Sort them so that they are uniformly stacked (none are upside down or turned over). Place all unused forms at the top of the stack.

4. Be sure to print your name in the space provided below.

5. Return all rating forms and this page into the envelope, seal it by moistening the flap, and print your name across this flap.

6. Deliver the envelope as soon as possible to the ECE Site Representative or an agreed upon location at your school.
Thank you for your cooperation.

“I have administered the course evaluation questionnaires according to the above instructions.”

Monitor’s Name (please print)______________________ Email:_______________________ Date_______

Course Name ______________________________________________

Dept (abbrev.) __________ Course __________ Section __________ High School __________