To the Instructor

The evaluation forms enclosed are for the course(s) you have taught this academic year to students registered for credit in the University of Connecticut Early College Experience Program. Aggregated data by course name (all locations) and by course level for all high schools combined will be provided to the University of Connecticut Early College Experience Program. Individual course data collected will remain confidential.

Please read the following important information:

1. Check the top portion of the forms to confirm that all the information printed is correct and return to the proper envelope. If there is any discrepancy, please notify the Office of Institutional Research immediately via email to: Cheryl.Williams@UConn.edu

2. The course survey must be completed in the classroom between May 1, 2009 and June 19, 2009.

3. Announce ahead of time the date the evaluation will be administered in your class. Provide students with a regular number 2-type pencil which will be necessary to fill out the bubble sheets. Allow 15-20 minutes for the evaluation. Please leave the room while the forms are being completed so that the monitor can distribute and collect the forms.

4. Arrange with a responsible student or colleague (monitor) to read the instructions to the students and distribute and collect the forms. Be sure the forms given to the monitor correspond to the class that is being evaluated. The monitor should fill out the “monitor form”. The monitor should be instructed to return the completed and sealed packet to the site representative or agreed upon location such as the main office.

5. The monitor should return the completed forms immediately to the main office or location designated by the site representative. The site Representative will see that the sealed packets are placed in the mailer provided to be sent via Fed Ex to the University of Connecticut Office of Institutional Research.

6. If the evaluation of your class(es) is not conducted, you are requested to return the packet of survey forms with a written explanation to the Office of Institutional Research.

7. The deadline for all packets to arrive at the Office of Institutional Research is June 30, 2009. Please allow ample time for delivery.