Course Survey Cover Sheet and Checklist

Please use this cover sheet to prepare surveys for a course section and please ensure that it is attached to the submitted forms. Much of the information requested below can be found at http://coursesurvey.colostate.edu/info/. This form is available at http://coursesurvey.colostate.edu/coversheet.cfm.

Course Section: ____________________________________________________________

Course Instructor: __________________________________________________________

Is the Instructor listed as the Primary Instructor? .................................................... Yes No

Course Reference Number: _________________
   ___ The number will be displayed on a projector.
   ___ The number will be written on a whiteboard or blackboard.
   ___ The number will be printed and distributed to students.

Does this course section have multiple instructors? .............................................. Yes No

Note: Instructor codes for team taught courses should be checked at http://coursesurvey.colostate.edu/info/.

A. Primary Instructor: ____________________________
B. Co-Instructor: ________________________________
C. Co-Instructor: ________________________________
D. Co-Instructor: ________________________________
E. Co-Instructor: ________________________________
F. Co-Instructor: ________________________________
G. Co-Instructor: ________________________________
H. Co-Instructor: ________________________________

Course Enrollment: ________

Will students be asked to respond to custom questions? ...................................... Yes No
   ___ Custom questions will be displayed on a projector.
   ___ Custom questions will be printed and distributed to students.
   ___ Custom questions numbers correspond to items in the Instructor Provided Items section.

Suggestions for Administering the Survey

Instructors should set aside class time at the end of the term to allow students to complete the survey. The instructor should distribute the forms to students and address the following points:

1. The course survey is designed to provide feedback to course instructors for the purpose of course improvement. It is also designed to provide information to help students make informed choices about courses.
2. Signatures are requested. Signed comments can be used in teaching evaluations.
3. Students should use pens with black ink to complete the form.
4. Each student should enter the five-digit Course Reference Number for the course section.
5. A student volunteer should collect this cover sheet and the completed surveys and return them to the Morgan Library Help Desk, the University Testing Center, or the Concierge Desk at TILT.

The instructor should leave the room while students complete the survey.

Returning Completed Surveys

Campus Mail: Completed surveys may be sent to Student Course Survey, University Testing Center, 8002 Campus Delivery.
Hand Delivery: Completed surveys may be returned to either the Morgan Library Help Desk, the University Testing Center, or the Concierge Desk at TILT (located on the east side of the building, facing the Oval, on the first floor).

Note: Completed forms must be received no later than seven days after grades are due.

For more Information: Please contact the University Testing Center at cosurvey@ColoState.edu or 970 491-6498.