Instructions for Administering the SRTE Forms

Important: The instructor may not administer or collect the SRTE forms.

Before administering the SRTE, please enter the specific course information in the boxes below.

INSTRUCTIONS:

Please read the following to the students:

“The SRTEs are the primary means of gathering feedback from students about the content and quality of a course. The results are used by the University to assist in the evaluation of the teaching effectiveness of the instructor.”

“Please do not talk while filling out the SRTE form.”

“Do not make any marks unless instructed.”

“Use a number 2 pencil only, and be sure to fill in the ovals completely.”

“If your SRTE form is not coded properly, then your responses will not be included in the evaluation of this course”.

“In the box labeled 1. COURSE NUMBER, code [course number] and fill in the corresponding oval under each number.”

If there is no COURSE SUFFIX, read
“Do not code anything in the box labeled 2. COURSE SUFFIX”.

Or if there is a COURSE SUFFIX, read
“In the box labeled 2. COURSE SUFFIX, code [course suffix] and fill in the corresponding oval under each number.”

If there is only one SECTION, read
“In the box labeled 3. SECTION NUMBER, code [section number] and fill in the corresponding oval under each number.”

Or, if there are multiple sections, read
“In the box labeled 3. SECTION NUMBER, code your assigned 3-digit section number. Fill in the corresponding oval under each of the three numbers.”

Or, if there are multiple sections and only one instructor report is needed, read
“In the box labeled 3. SECTION NUMBER, code [section number] and fill in the corresponding oval under each number.”

(Note: all students should use this code regardless of assigned section number.)
“In the box labeled 4. SEMESTER, fill in the oval to the left of the current semester.”

If the special code is not used (refer to multiple instructor form), read
“Do not code anything in the box labeled 5. SPECIAL.”

Or if the special code is being used (refer to multiple instructor listings), read

"Code (refer to multiple instructor listings codes A-J assigned to individual instructors) in the box labeled 5. SPECIAL"

(instructor code)

If students are to use SECTION C, read:
"Your instructor has a list of items for you to consider. Please respond to the items under INSTRUCTOR SELECTED ITEMS at the bottom of the form."

If students are to provide comments about the course, hand out additional paper and read:
"Your instructor would like to receive your input about the course. Use the additional paper provided to write your comments."

And finally read:
"Your instructor will not see your SRTE forms. Your coding in boxes labeled 1 - 5 will be checked and corrected if necessary. Begin by responding to the items in SECTIONS A and B. Fill in one oval for each item. When marking the rating scales, compare your experiences in this course with those you have had in other Penn State courses. Your responses are anonymous."

Collect the SRTE forms and keep them separate from the comments sheets. CHECK THE CODING IN BOXES Labeled 1 - 5 FOR ACCURACY AND CORRECT IF NECESSARY. Return all materials to the appropriate individuals in your area.