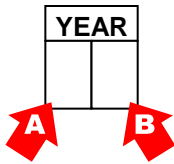


Miami Dade College
Student Feedback Administration Instructions
Classroom

Directions for faculty:

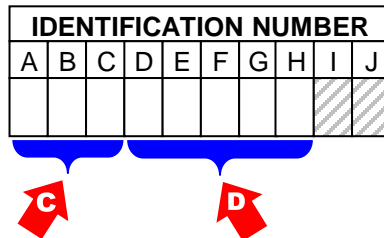
1. Write the appropriate YEAR and IDENTIFICATION NUMBER(S) on the board. **If you are teaching a stacked class you must list all the class numbers and ensure that your students complete the correct IDENTIFICATION NUMBER.**

Note: The YEAR is composed of two numbers.



- A** The first number is the last digit of the year.
Example: If the class is from academic calendar beginning in year 2016, then 6 would be the number to use.
- B** The second number is the Term in numeric format.
Example: Use 7 to represent Fall Term.
 Use 3 to represent Spring Term.
 Use 5 to represent Summer.

Note: The IDENTIFICATION NUMBER is composed of 7 or 8 numbers.



- C** The first three digits represent the Campus location.
Example: Use 100 for North Campus.
 Use 200 for Kendall Campus.
 Use 300 for Wolfson Campus.
 - D** The other 4 or 5 digits are the class number. Fill-in the class number beginning in box D.
2. Distribute the surveys and answer sheets and include two clean copies of the survey in the envelope(s) that you will give to the selected student. **Remember that written comments from students are not a part of the college-wide student feedback process. Please do not include any written comment sheets in the packages. As always, faculty are free to collect additional feedback information from students, but must not do so in conjunction with the official student feedback program.**
 3. You must select a student to oversee the feedback process in the classroom. This student must sign the Student Feedback Administration Agreement Form and complete Section D of the Student Feedback Identification form on the envelope prior to returning materials to the designated location.
 4. You must leave the room after reading the following instructions to the students and must not handle completed survey materials.

5. Read aloud the following instructions:

This survey gives you the opportunity to express your view on how I am teaching this course. The college takes your feedback very seriously and results will be made available for students to view. I will not see your responses until after the term is over. I will then receive a summary total for the entire class.

You must use a #2 pencil or a ball point pen with blue or black ink to fill-in the survey.

The survey is anonymous; therefore, you should not give any identifying information on the answer sheet except for the numbers I have written on the board. On your answer sheet please find the sections marked YEAR and IDENTIFICATION NUMBER, which are located on the bottom left hand corner of side one. On the section marked YEAR, write the two digit number posted on the board. On the section marked IDENTIFICATION NUMBER, write the digit numbers posted on the board beginning in box A. Please make sure to bubble in the corresponding spaces under each entry.

6. Have students enter the information on the response form now. Allow time for questions.

7. Now, read this aloud:

Before you begin, read each statement carefully and decide how you want to respond before you mark the answer sheet. If you are using a pencil, you can change your responses by erasing completely. If you are using ink, crossing out will invalidate your response. Make only one mark for each item and make sure that the number on the answer sheet matches the number of the items you are answering.

8. Introduce student selected to oversee the process and continue with the text:

I have asked a student to be responsible for collecting all materials, for sealing them in the envelope provided, and for returning them to a designated location on the campus. Before you begin working on the survey, I will leave the room and only this student will see or handle the forms until they are processed. While you are working do not discuss the items among yourselves and please do not write any comments on your response form or survey form since comments are not included in this college-wide Student Feedback Administration and they will not be shared with me or any other employee at the College. It is important that the responses you make are your own. I welcome your feedback. Let me know what has been helpful to your learning so I know to continue those practices. Also let me know what I can change to be more effective. I take your responses very seriously.

9. Answer any final questions from students, then leave the room. Thank you.

INSTRUCTIONS TO THE SELECTED STUDENT: Please put all surveys (two must be clean copies) and answer sheets, used and unused, in the envelope and carefully seal it. **Be sure that you have completed Section D on the Student Feedback Identification Form and return the sealed package to:**

HIALEAH CAMPUS

Building 1: Student Feedback Drop-Off Box
2nd floor - Outside of the Testing Center, next to Room 1220-01

Building 2: Student Feedback Drop-Off Box
2nd floor - Next to the elevators, by the Student Lounge #2200

HOMESTEAD CAMPUS

Building A: Student Feedback Drop-Off Box
1st floor - In front of the Testing Center, Room A-116

INTERAMERICAN CAMPUS

Building 1: Student Feedback Drop-Off Box
1st floor - Outside of Room 1112

KENDALL CAMPUS

Building 2: Student Feedback Drop-Off Box, located on the north side of the Library Concourse

Building 3: Student Feedback Drop-Off Box, located on the northwest corner of the building on the 1st floor

Building 4 & 6: Student Feedback Drop-Off Box, located between building four and six on the north end pillar

Building 8: Student Feedback Drop-Off Box, located outside of the cafeteria on the opposite side of the ATM machine

Building 9: Student Feedback Drop-Off Box, located on the northeast side of the building by room 9116.

Building M: Student Feedback Drop-Off Box, located on the north side of the building (elevator shaft) next to the newspaper machine

Building R: Testing Center located in building R, 5th floor. Drop package during office hours
Monday - Thursday: 8:00 a.m. - 7:00 p.m.
Friday: 8:00 a.m. - 4:30 p.m.

MEDICAL CAMPUS

Building 1: Student Feedback Drop-Off Box
3rd floor - In front of Room 1303

Building 2: Student Feedback Drop-Off Box
3rd floor - In front of Room 2304

MEEC

Security Office: Room 1101

MIAMI BEACH SENIOR HIGH SCHOOL

Main Office: Drop packages at the Principal's Office, Room 107

NORTH CAMPUS

Building 1:	Student Feedback Drop-Off Box (brown mailbox) 1st floor, in the corner of the hallway, next to Room 1169, Testing Center
Building 3:	Student Feedback Drop-Off Box 1st floor, east entrance next to elevator
Building 5:	Student Feedback Drop-Off Box 1st floor, next to theatre box office
Building 7:	Student Feedback Drop-Off Box 1st floor, between vending machines

NWSA

Building 5:	2nd floor - East side of the building, near the elevators, stairs, and Printmaking Studio
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PONCE CENTER

Main Office:	Drop packages at the Main Office
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USPS MAIL BOX ««« CFT Courses Only

CFT Courses:	Place pre-addressed, stamped envelope in US Mail Box
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WEST CAMPUS

Building 1:	Student Feedback Drop-Off Box (brown mailbox) 2nd floor, next to the elevators, in front of the ATM machine
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WOLFSON CAMPUS

Building 1 & 2:	Student Feedback Drop-Off Box 2nd floor - across from the Computer Courtyard - Room 2201
Building 3 & 4:	Student Feedback Drop-Off Box 1st floor - next to the Testing Center - Room 3104
Building 5:	Student Feedback Drop-Off Box 2nd floor - East side of the building, near the elevators, stairs, and Printmaking Studio
Building 7:	Student Feedback Drop-Off Box 1st floor - North-East side of the building

**THE ADMINISTRATION MUST BE CONDUCTED AS PUBLISHED IN THE STUDENT
FEEDBACK ADMINISTRATION ACADEMIC YEAR KEY DATES CALENDAR,
WHICH IS AVAILABLE VIA**

www.mdc.edu/feedback

(click on Student Feedback tab)

**SURVEYS RECEIVED AFTER THE END OF ADMINISTRATION
DATE WILL NOT BE PROCESSED**