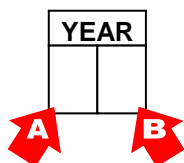


Miami Dade College
Student Feedback Administration Instructions
Faculty Librarian

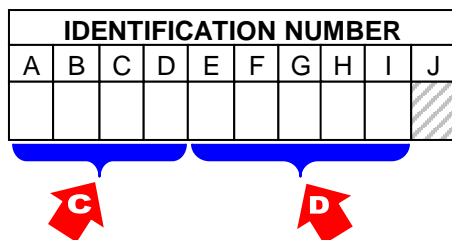
1. You will be preparing your own survey forms and answer sheets. Obtain these materials from your department.
2. You have been assigned a random Feedback Identification Number (FIN).
If you do not know your FIN number, contact your home campus Testing Department.
3. You must pre-mark the answer sheets with your FIN as shown below. Your name should not appear on the answer sheets. **You must use a #2 pencil or a ball point pen with blue or black ink to fill-in the survey.** Make sure the appropriate YEAR and IDENTIFICATION NUMBER are properly entered on the answer sheet.

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 Term.

Note: The IDENTIFICATION NUMBER is composed of nine numbers.



- C** Enter zeros in spaces A through D.
- D** Depending on your assigned FIN number, enter the appropriate numbers in spaces E through I.
Example: If your FIN number is 56789 then you would enter 56789.
 If your FIN number is 5678 then you would enter 05678.
 If your FIN number is 567 then you would enter 00567.
 If your FIN number is 56 then you would enter 00056.

4. You should try to obtain feedback from a minimum of 25 students for analysis.
5. You must not handle the surveys during the administration process nor be present when students are completing the forms. An uninvolved individual (e.g. clerical, paraprofessional staff) should hand out forms to students. Follow your department's method for distribution and return to assure the integrity of the process. The procedure used should also be designed to obtain the best student return rate possible. For example, signs might be placed in work areas alerting students to the fact that a survey is in progress and encouraging them to participate. Remember that written comments from students are not a part of the college-wide student feedback process. Written comments from students will not be shared with the faculty receiving feedback or any other employee at the College. 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.

6. You may determine the most appropriate time to administer the surveys.

THE COMPLETED ANSWER SHEETS AND AT LEAST TWO CLEAN COPIES OF THE FACULTY LIBRARIAN STUDENT FEEDBACK SURVEY SHOULD BE RETURNED IN A SEALED INTEROFFICE ENVELOPE, THAT INCLUDES A COMPLETED STUDENT FEEDBACK IDENTIFICATION FORM, 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
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INTERAMERICAN CAMPUS

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

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
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MIAMI BEACH SENIOR HIGH SCHOOL

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

PONCE CENTER

- Main Office: Drop packages at the Main Office

USPS MAIL BOX ««« CFT Courses Only

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

WEST CAMPUS

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

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 envelope should be marked:
FACULTY LIBRARIAN STUDENT FEEDBACK, CONFIDENTIAL
along with the office address.

**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