

ASU DOWNTOWN PHOENIX SCHOOL OF SOCIAL WORK
Student Evaluation of Instruction
Term/Year

Each packet contains the following material:

1. General Purpose Data Sheet (form no. 19543);
2. Student Evaluation of Instruction (SEI) Questionnaire; and
3. No. 2 pencils.

Instructions

The Student Evaluation of Instruction should be administered by a student designee selected by the instructor of record for the course. The faculty member/associate is asked to leave the room during the evaluation. Approximately twenty minutes should be allowed for the process.

Administering the Student Evaluation of Instruction

1. Please write both the course number _____ and the 5-digit schedule line number (SLN) _____ on the board.

The course number (SWU/SWG) should be recorded in the “NAME” section of the General Purpose Data Sheet. The SLN should be recorded in the “ID NUMBER” section of the General Purpose Data Sheet . (Please note: Some courses are cross-listed as SWG591 and SWU498; please write the course/schedule line numbers on the board for both sections and instruct the students to fill in the appropriate information for their section on the General Purpose Data Sheet).

NAME																			
ID NUMBER										SPECIAL CODES									
										A	B	C	D	E	F	G	H	I	J
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

(OVER)

2. Distribute one General Purpose Data Sheet, one SEI questionnaire and a pencil to each student;
3. Students should then proceed to the Student Evaluation of Instruction questionnaire. **Please read the following instructions to the students:**

Please evaluate the instructor and the course taught by the instructor. Fill in the appropriate circles on the accompanying General Purpose Data Sheet completely with a No. 2 pencil. Please evaluate Items 1-15 (Part A and Part B) where the range is as follows: A – Agree strongly, B – Agree, C – Neutral, D- Disagree, E – Disagree Strongly.

*Students should complete the instructor and student self-rating sections by blackening the corresponding circle (A-E) which best represents their judgment. Upon completion of Part A and Part B, the student should proceed to Part C. The back of the SEI questionnaire should be used for any narrative comments a student might like to share with the instructor. **THIS INFORMATION GOES DIRECTLY TO THE INSTRUCTOR.***

4. The completed General Purpose Data Sheets, any SEI with narrative comments, and all other materials should be collected and placed in the envelope provided. It should be sealed and returned by the student designee to Academic Services, as soon as possible.

**THANK YOU FOR ENSURING THE INTEGRITY
OF THE STUDENT EVALUATION OF INSTRUCTION PROCESS**