

<p style="text-align: center;">COAST COMMUNITY COLLEGE DISTRICT INSTRUCTIONS FOR ADMINISTERING PAPER STUDENT OPINION OF TEACHING FORMS</p>

To be administered by the evaluator or a student or other third party, as assigned by the evaluator, after the instructor has left the room:

1. Write the evaluatee's name (the instructor's name), today's date, and the CRN # of the class on the board.
2. Please read the following script aloud to students:

"In order to assist in the maintenance of high teaching standards, you are being asked to provide your opinions about this course. This information will remain anonymous and written comments will not be given to your instructor until after final grades have been posted. Please respond to each question to the best of your ability. There is also space on the other side for any further comments you would like to add about this instructor and/or course. Take your time and be honest in your responses. Remember that your name does not go on this form. When you have finished, please bring the forms and questionnaires to me."

3. Pass out the opinion forms.
4. When students are finished, put all the forms in the envelope. If the surveys are being administered by anyone other than the evaluator or chair of a tenure review committee, the envelope shall be immediately sealed by the person administering the survey and that person shall sign their name across the seal and deliver it directly to the evaluator.
5. Once the evaluator or tenure review committee has reviewed the surveys they shall be returned to the Division Office in a sealed envelope.