

Conrad N. Hilton College of Hotel and Restaurant Management
INSTRUCTIONS FOR STUDENT ADMINISTERING OF
TEACHING EVALUATIONS
Spring 2015

Thank you for volunteering to assist us with administering our College Teaching Evaluations. Please follow the guidelines below:

- After the instructor leaves the room, please pass out the surveys located in the envelope to the students.
- Inform the students they must use a number 2 pencil to complete, and provide any student who needs a pencil one from the envelope.
- Ask the students to write the class number of the course in the appropriate area of the survey and provide the class number to the students (the class number is listed next to the catalogue number on the envelope label). If this is a cross listed class (Graduates and Undergraduates in the same class), there are two separate envelopes, one for each course (Graduate and Undergraduate). Please provide both class numbers to the students, asking the students to place the appropriate class number on their survey.
- Ask the students to please place the completed survey in the envelope. If this is a cross listed class, please ask the students to please place the completed survey in the appropriate envelope (undergraduate surveys in the undergraduate envelope; graduate surveys in the graduate envelope)
- When all students have completed the survey and placed in the envelope, **immediately** bring the envelope to the Office of Academic Services, Room 239-CHC.
 - For evening classes (classes that end after 6:00pm) please seal this envelope, sign your name across the seal, and bring the sealed envelope to the Hotel Front Desk asking them to hold for a representative from Academic Services to procure.
 - For Sugar Land Campus please seal this envelope, sign your name across the seal, and place in the mailbox slot of the Sugar Land Front Office, Room 119.

Thank you again for assisting us with the college Teaching Evaluations.