Miami Dade College
Student Feedback Administration Instructions
Alternative Learning Courses

Directions for faculty:

1. Communicate the following information to students completing the response forms or pre-marked answer sheets:

    <u>**You must use a #2 pencil or a ball point pen with blue or black ink to fill-in the survey.**</u>
    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 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. If the survey is not administered in a group setting you should try to obtain feedback from a minimum of 25 students for analysis.

3. You must not handle the surveys during the administration process nor be present when students are completing the forms. An uninvolved individual (e.g. student, clerical, paraprofessional staff) should provide forms to students and include two clean copies of the survey in the envelope that will be returned to the designated location. 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. <u>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</u> at the College. <u>Please do not include any written comment sheets in the packages.</u> 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.

4. You may determine the most appropriate time to administer the surveys.
   THE COMPLETED ANSWER SHEETS AND AT LEAST TWO CLEAN COPIES OF THE STUDENT FEEDBACK SURVEY FOR ALTERNATIVE LEARNING COURSES 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

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.

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

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 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