Protocol for Administering SPOT Surveys

- Faculty should coordinate with a departmental assistant, a colleague or a graduate student to administer the SPOT during class time. They should allow 15 minutes for students to complete the survey either at the beginning or end of class. The average length of time to complete SPOT is less than 8 minutes.

- The individual administering the course survey should read the following statement, “At UNT we value student input and hope that you will provide meaningful feedback to improve instruction.”

- The individual who is proctoring the paper/pencil survey administration should make sure ALL evaluation forms are placed in an envelope and returned to the departmental office and NOT the faculty member. Only designated staff members in the department office are allowed to receive the completed evaluations.

- Under no circumstances should a faculty member be in the room when their student evaluations are completed (either paper/pencil, in a computer lab, or during class time on mobile device).

- If faculty are administering paper/pencil, they should provide number 2 pencils for all students. For online administration, faculty could provide a few extra laptops for those who do not have mobile devices. Note: faculty should be sensitive of those students who may not have a smart phone or laptop.