

In-Class Protocol for End-of-course Student Experience Survey (E-SES)

Students let us know a barrier to giving feedback is having the time to complete the End-of-course Student Experience Survey (E-SES) outside of class. Therefore, if you would like a higher response rate and more detailed student comments, consider giving students the opportunity to complete their E-SES during face-to-face class time if you teach a non-fully online class. Consider this a metacognitive activity in which students reflect upon their learning.

Please following these instructions for in-class administration:

1. SES's can be conducted during class on a mobile device at any point that the survey is open.
2. Instructors should allow approximately 10 minutes at the beginning of class for E-SES completion.
3. Instructors should select a student proctor, then step out of class, allowing the student proctor to:
 - a. Read aloud the statement below about UO's E-SES.
 - b. Observe the survey process, ensuring no undue influence or irregularities occur (while completing their own E-SES).
 - c. Poll students using a raise of hands until 80% completion rate is achieved.
 - d. Notify the instructor that they may return to the room.
4. Instructors may wish to list the E-SES as a class assignment in their syllabus on the day of administration.
5. Instructors may wish to include a statement in the syllabus to help students understand the value of the Student Experience Surveys, such as:

“The midterm and end of term Student Experience Surveys will be conducted on {insert dates}. These are your opportunities to provide feedback about your learning experience in this class. It's important to remember that the learning process is collaborative and requires significant effort from me, you, and the class as a whole. Students should provide thoughtful assessments of their experience, as well as of their own effort, with comments focused on the specific teaching and learning elements included. Comments regarding personal characteristics of the instructor are not appropriate and will not be considered. For this feedback to be as comprehensive as possible, all students should complete the survey.”

For Student Proctor Use Only

If you have agreed to serve as Student Proctor for the Student Experience Survey, once your instructor has left the classroom, please take approximately 10 minutes to do the following:

1. Read the following statement aloud:

The Student Experience Survey will be conducted today. This is your chance to provide feedback about your learning experience in this class. Instructors change and improve courses thanks to feedback from students like us. The learning process is collaborative and requires significant effort from the instructor, from you, and from the class as a whole. Please provide specific reflections on your experience. The most helpful feedback is actionable, thoughtful, and concrete.

Comments regarding personal characteristics of the instructor are not appropriate and will not be considered. For this feedback to be as comprehensive as possible, all students are asked to complete the Student Experience Survey.

2. Complete your own survey by going to Duckweb, then clicking on Course Evaluations (and then clicking again on the Course Evaluation link at the bottom of the page).
3. Observe the process to ensure all students complete the survey individually, with no undue influence from either another student or an instructor. Should anyone attempt to assert influence over the process, please contact the Office of the Provost at OtP@uoregon.edu or 541-346-3081.
4. Conduct a poll using a raise of hands to determine how many students have completed the survey. Encourage students to complete the survey until approximately 80% of students in attendance indicate they have completed.
5. Invite the instructor to return to class.
6. If you have questions about this process, please contact the Office of the Provost at OtP@uoregon.edu or 541-346-3081.