On **Monday, November 19**, students will receive e-mail invitations to complete Student Feedback Surveys for each of the organized courses in which they are enrolled.

Concerned about undesirably low response rates, many faculty members have asked:

**“How can I get more of my students to respond to the end-of-term Student Feedback Survey?”**

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**Encourage Participation in the Survey**

In discussions about end-of-term surveys, students have made one thing clear: the number one incentive for completing an online survey is faculty encouragement.

They tell us that if a faculty member cares about receiving feedback – and back those words with appropriate action – *they* are more likely to care, too, and respond to the survey, thereby improving the response rate.

**Set Aside Class Time on “Student Feedback Day”**

One way to demonstrate that you value student input about teaching is to allow students time during class to complete the online survey (much like the processes we employed back when we used paper surveys).

To this end, faculty members are encouraged to establish a “Student Feedback Day” for each of their classes.

**Prior to Student Feedback Day...**

Announce to your students that on the designated date, they should arrive with their web-enabled electronic devices: laptops, netbooks, i-Pads, smartphones... (Each allows access to the surveys.)

Preparing your students to arrive prepared for Student Feedback Day can take several forms:

* In-class announcements on the two or three class meetings prior to the designated date.
* A brief e-mail reminder 48 hours in advance of the date.
* A posting to your course’s online BlackBoard portal or your class website.
On Student Feedback Day...

1. Begin class by asking your students to power up their devices, enter MavMail, and locate the e-mail message inviting them to the survey.

   *The message will come from “UT Arlington Student Feedback Survey (SFS)” with the subject line beginning “UTA Values Your Input!”*

2. As students fire up their web-enabled devices, tell them *why* you value their input and *how* you have used student feedback to inform your teaching.

3. Having initiated the process, leave the room, returning approximately 10 minutes later.

   *From there, it’s class as usual.*

Alternative procedures might include:

☆ Escorting students to a computer lab where they can access their MavMail, located the invitation, and complete the SFS.

☆ Dismissing students 10 minutes early, asking them to use the additional time to stay in the room to complete the survey.

Encouraging student participation in the SFS by carving out a small bit of class time can yield results that are more representative and more reliable.

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**The SFS Process for Fall 2012**

**A Timeline for Standard 15-week Courses**

(Official End Date = December 5, 2012)

**Monday, November 19:** Students in organized courses receive e-mail invitations to participate in the SFS.

- *Sender:* “UT Arlington Student Feedback Survey (SFS)"
- *Subject:* “UTA Values Your Input! End-of-Term Survey for Professor ___’s course now open!”

**Monday, November 26:** Faculty members receive response rates for the first week of the survey period.

**Wednesday, November 28:** Students who have not yet responded to the SFS are sent a reminder.

**Wednesday, December 5 (11:00 PM):** Access to all SFS instruments is closed.

**Early January:** Faculty members receive SFS summary reports via e-mail.

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For more information, including lists of FAQs for students, faculty, staff, as well as copies of the question presented on the survey, visit the SFS website: [http://www.uta.edu/sfs](http://www.uta.edu/sfs).