

QSSET for Students

Guide for Students Administering QSSET

Thank you for helping to administer the Queen's Survey of Student Experience of Teaching in your course. The following instructions will guide you through the steps in administering the survey.

Please make the following announcements to the class.

1. On Time Allowed to do the Survey

- a. Fifteen minutes are allotted for completing the survey.

2. On the Purposes of the Survey

The online survey solicits student feedback about instructors for two purposes:

- a. to help Instructors improve their teaching and
- b. to help assess and evaluate teaching by Queen's faculty for performance review, contract renewal, tenure and promotion.

3. On Who Sees the Survey

- a. The instructor will see both the numerical scores from the survey and written comments. Heads and Deans will see only the numerical scores.

4. On Comments made by Students in the Survey

- a. Note the introduction to the survey which indicates the following:
- b. (Please read aloud)

The QSSET is your opportunity to provide feedback about pedagogy, course content, course materials, and the student learning experience generally. Written comments are especially valuable. However, the QSSET is not an opportunity to make comments that are disrespectful, demeaning, discriminatory or harassing in nature. Surveys containing such comments will be discarded and will form no part of the evaluation process.

5. On Where to Access the Survey

Students registered in the course will receive an email with a link to the survey.