



Methodology for Course, student and faculty surveys

There are three types of survey that a Faculty is responsible for:

A. Course Evaluation survey

This survey should be distributed by the course instructor to the student in the class room. It is known as course-based assessment because the students should evaluate the extent to which they believe that they achieved the learning outcomes in the specific course. The student should distinguish between the outcomes they achieved during their study and the outcomes they achieved in the course being evaluated.

B. Graduating Senior Exit Students survey

The survey should be distributed to the students who are expecting to graduate in the semester in which they are evaluating. Similarly, this survey can be distributed to the students who are just been graduated. This is known as program-based assessment because student should score the extent at which they believe they achieved the learning outcomes during their entire education.

C. Faculty survey

This survey should be completed by the instructor himself. This is again program-based assessment because the Faculty evaluates the level of satisfaction about the ability of ChE graduates in achieving the learning outcomes based on the entire education process.

General Guidelines for completing the survey forms:

1. Ask the student to use Pencils or dark-colored Pens.
2. Give enough time for the surveying, maybe 30-45 minutes.
3. Advise the students about the best way to fill in the circles as described in the top of the survey.
4. Explain each question to student before they answer it.
5. Use stepwise procedure, i.e. explain the questionnaire, let them answer it and then go to the next question and so on.
6. No question should be left unanswered, if the student is in doubt he should mark the circle in the first column which corresponds to no opinion.
7. If the course has no lab sessions, then all questions related to Lab components should marked with no opinion

8. If the course has no Computer usage, then all questions related to Computer component should be marked with no opinion.

9. Student names are optional. Students they should be informed that this survey is nit going to harm their grades.