

## **Guidelines for Student Evaluation of Instruction (SEI)** **Department of Agricultural and Biosystems Engineering**

1. In all ABE graduate and undergraduate courses, students will have the opportunity to evaluate instruction.
2. All ABE courses shall use, at a minimum, a single departmentally-approved Student Evaluation of Instruction (SEI) form. Instructors may additionally gather student feedback using other methods, if they so desire.
3. The departmental SEI will be implemented in each ABE course under the following guidelines:
  - a. An ABE staff member will prepare the necessary SEI materials and distribute them to instructors by the end of the 12th week of classes.
  - b. SEI will be administered in class in the 13th or 14th week of the semester (before Dead Week, the 15th week of the semester).
  - c. SEI will be administered at the beginning of a class period. Students may have a maximum of 30 minutes to complete the SEI form.
  - d. The instructor will pass out the forms, read the provided instructions, and then leave the classroom while students complete the SEI.
  - e. Instructor will designate one student to collect the completed forms and turn them into a designated ABE staff member(s).
  - f. Under no circumstances will the instructor be allowed to view completed SEI forms or the results until after the semester has been completed and grades have been submitted.
  - g. Instructor should make available, at the time the SEI is administered, the learning outcomes for the course.
4. SEI Results
  - a. Instructor will receive a summary of the SEI results for each class: average and standard deviation of ratings for each SEI item and a transcribed summary of all comments.
  - b. The department Chair, Associate Chair and relevant Curriculum Committee Chair will receive the same summary as the instructor.
  - c. All instructors will receive a departmental summary of each semester's SEI results. Individual classes or instructors will not be identified.
5. Faculty/Staff Responsibilities
  - a. An ABE staff member will be designated to prepare the SEI materials for each class.
  - b. An ABE staff member(s) will be designated to receive the completed SEI forms, ensure that the results are compiled, transcribe the comments, and distribute the results to the appropriate people by the 2nd week of the following semester.
  - c. The department Associate Chair shall oversee and be responsible for this process.
  - d. The departmental Curriculum Committees (AE and Technology) shall be responsible for approving the SEI form.