

When informing the students that it is time to complete the IDEA student survey, an instructor could say something like ...

It is time for students to complete a short online survey. The IDEA student survey focuses on the instructor's learning objectives for the course and on the progress each student made toward achieving those objectives. By answering thoughtfully and honestly, your ratings and comments will be much more helpful – to the instructor, the department chair, and the dean of the college. As students, you should also know that student ratings and comments have been used to help evaluate courses and to improve the educational experience at Benedictine University.

Before taking 10 minutes to complete the IDEA online survey, students are reminded of the following statement in the Rights and Responsibilities section of the Student Handbook: "The University attempts to establish a climate which encourages the assumption of responsibility by students for their individual and collective actions with minimum regulation. It shall be the responsibility of each student to comply with the appropriate standards of conduct and decorum befitting members of an educational community."

The connection between this statement and the IDEA survey is simple. The appropriate standard of conduct with respect to student surveys is thoughtful comments and constructive criticism – respectfully communicated.

After reading the above statement to your students, please hand out the FAQ sheet for Students (Regarding IDEA Online Surveying) or tell them where they can find it (if you uploaded the FAQ sheet to Desire2Learn).