

Directions For Monitor Collecting USAT Forms

Thank you for agreeing to help with the administration of the UND Student Assessment of Teaching (USAT). Please read these instructions and follow them carefully to ensure that the rating form is properly administered.

1. In the space below, **make note of the date and the time** when the instructor leaves the room.

Date/Time Started: _____

2. Allow 20 minutes for students to fill out the form.

3. After 20 minutes, or earlier if everyone in the class is finished, ask the students to turn in their forms.

4. **Sign the Monitor statement** below and **make note of the time**.

These rating forms have been distributed and collected in accordance with announced UND procedures. The instructor read or displayed the purpose of the rating form and left the room while it was being filled out. I will seal the envelope in the presence of other students and deliver it to the department office as soon as class is over.

Monitor: _____

Class Number: _____

Time Finished: _____

5. While at the front of the room, **place the completed forms and any unused forms, in the envelope, and seal it. Sign the sealed envelope.** (This Monitor form does not get enclosed in the envelope – see #6).

6. When class is over, **take the sealed envelope and this monitor form to the department office** at the location listed on the envelope.