Faculty Information Form Instructions

At the beginning of each semester faculty who are teaching courses that are to be evaluated by the IDEA system will receive the following email for each course they are teaching.

<Professor Name Here>,

Please click on the URL below to complete the Faculty Information Form (FIF) for an IDEA Student Ratings of Instruction survey that is being conducted in your Utah State University's <Your Course # Here - Your Course Title Here> course.

In order for the survey to be processed, you must complete the FIF by <Deadline Date Here>.

After you have completed the FIF and clicked the "Submit" button you will receive a "Thank You" confirmation screen. If you do not receive this confirmation your FIF was not saved. If you experience any technical difficulties please contact your IDEA Online On-Campus Coordinator at <Dept. Staff Assistant Name Here>.

Thank you for your time and thoughtful responses.

https://theideaonline.org/idea/cs/survey?S=1219343/11131776/F/F/878073510

If your system is unable to link to the website, please copy the underlined text and paste it into the location field of your web browser.

Clicking on the blue link in the email takes you to the following IDEA Welcome screen.

Click on the “Complete Faculty Information Form (FIF)” link.
The Course Number, Title and Instructor name for the course appear in the maroon banner at the top of the page. If you have previously taught the same course, you may choose to copy the objectives previously selected. If this is a new course or you would like to change the chosen objectives you may do this by scrolling down the page. You must then select the objectives manually. For the most useful feedback from the evaluation only select a total of 3 to 5 objectives as either “Important” or “Essential”. If you fail to choose objective (3-5), all 12 will be used.

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A default discipline code has been chosen based upon the course name. This code is used to provide the disciplinary comparisons in the course report. If a more accurate selection appears in the list please choose it.

How many Objectives should I select?

IDEA recommends that a total of 3-5 objectives is a good rule of thumb. You can select them as either "important," or “essential” with essential objectives double weighed (counting twice) in the calculation of your averages. Both important and essential objectives should be counted towards your overall total (e.g. pick 3-5, not 6-10).
The best approach to selecting objectives is to ask three questions:

1. Is this a significant part of the course?
2. Do I do something specific to help students accomplish this objective?
3. Does the student’s progress on this objective affect his or her grade?

If you can answer "yes" to all three questions for a particular objective, it should be selected as either "important" or "essential."

Faculty should be "true to their course" when deciding how many objectives to select. In other words, if you are teaching a lab course where only one objective seems appropriate, then just select one. If you are teaching a senior capstone class for the major, and you feel you should select more than five, then feel free to do so. Be true to your course.

The selection of objectives on the Faculty Information Form is a crucial activity for two reasons. First, the IDEA System evaluates teaching by assessing student progress on these unique, instructor-chosen objectives. Second, objectives provide guidance for selecting teaching methods; those that promote progress on one type of objective may differ from those that promote progress on other types. Differential objectives make each course a unique learning experience.

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### Objectives

Using the scale provided, identify the relevance of each of the twelve objectives to this course. Your weighting of the objectives is very important because it describes the uniqueness of your course by defining its purposes and what students are supposed to learn. As a general rule, we recommend that you select no more than 3-5 objectives either as "Essential" or "Important," prioritizing what you want students to learn. The weighting system used to generate summary results in the IDEA report weights Essential objectives "2," and Important objectives "1," and Minor objectives "0."

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The next section includes several contextual questions that the IDEA Center uses for research purposes in order to improve the interpretation of student ratings. These questions will not affect your score.

Contextual Questions (Research Purposes):

The IDEA Center will conduct research on these optional questions in order to improve the interpretation of student ratings.

13. Which of the following represents the primary approach to this course?
   - Lecture
   - Discussion/Vicitation
   - Seminar
   - Studio/Activity
   - Laboratory
   - Field Experience
   - Studio
   - Multi-Media
   - Practicum/Clinic
   - Other

14. If multiple approaches are used, which one represents the secondary approach?
   - Lecture
   - Discussion/Vicitation
   - Seminar
   - Studio/Activity
   - Laboratory
   - Field Experience
   - Studio
   - Multi-Media
   - Practicum/Clinic
   - Other

Describe this course in terms of its requirements with respect to the features listed below. Use the following code to make your responses:

   N = None (or little) required
   S = Some required
   M = Much required

15. [ ] N [ ] S [ ] M Writing
16. [ ] N [ ] S [ ] M Oral communication
17. [ ] N [ ] S [ ] M Computer applications
18. [ ] N [ ] S [ ] M Group work
19. [ ] N [ ] S [ ] M Mathematical/quantitative work
20. [ ] N [ ] S [ ] M Critical thinking
21. [ ] N [ ] S [ ] M Creative/artistic/design endeavor
22. [ ] N [ ] S [ ] M Reading
23. [ ] N [ ] S [ ] M Memorization
Rate each of the circumstances listed below, using the following code to respond:

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**Physical facilities and/or equipment**

**Your previous experience in teaching this course**

**Substantial changes in teaching approach, course assignments, content, etc.**

**Your desire to teach this course**

**Your control over course management decisions (objectives, test, exams, etc.)**

**Adequacy of students' background and preparation for the course**

**Student enthusiasm for the course**

**Student effort to learn**

**Technical/instructional support**

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**IMPORTANT**

When you have completed the form, click on the “Submit” button to save your entries.