

## **SDS Course Guidelines and Information:**

SDS Administrators will be contacting you each semester with requests regarding Course Instructor Surveys (CIS), Finals, Text Book Orders and Grades.

Please see below for more detailed information on each item. If you have further questions, please feel free to ask SDS Administration Staff.

### **Course Instructor Surveys:**

The Course Instructor survey is used to provide the instructor with feedback from his or her students, permit statistical analyses concerning instruction in a school or college as a whole, and provide students with information about specific instructors.

Currently, there are both paper and electronic forms available. For both paper and eCIS administration, the instructor or TA should not be present during survey administration.

#### **Requesting Course Instructor Survey:**

All SDS faculty are required to have their students in organized classes complete a course evaluation at the end of the semester. SDS Administration Staff will contact SDS Faculty and Instructors regarding their preference for paper or electronic surveys at the start of each semester.

If no preference is given, electronic surveys will be used. Teaching Assistant CIS Surveys will be electronically administered each semester.

Faculty will be notified when the evaluations are ready to be administered, usually in the last 4 weeks of classes during the regular sessions and last 2 weeks in the summer. Faculty or their TA may pick up the evaluations in the SDS Administration Office. However, they should be turned over to a student in the class for administration and returned to the SDS Office or CTL window by someone other than the course instructor.

The electronic CIS (eCIS) is a web based survey system for students, which is accessible via an Internet browser. Its content is equivalent to the paper version of the CIS.

Instructors may utilize class time to “administer” the mobile-adaptive eCIS just as in paper CIS! Simply provide students with the URL for the survey in class and have them access it via smart phone or other electronic device.

#### **How to Administer the CIS Survey:**

Follow the link below for questions on administering the CIS Surveys in Class.

[http://ctl.utexas.edu/services/CIS/faculty\\_staff/administer\\_survey](http://ctl.utexas.edu/services/CIS/faculty_staff/administer_survey)

## **Finals Requests:**

The Office of the Registrar schedules final exams for each semester. Classes that meet at the same time during a semester also have a common examination time. The tentative day and time of your final exam can be found online at [www.utexas.edu/student/registrar/schedules/finals/](http://www.utexas.edu/student/registrar/schedules/finals/).

SDS Administration Staff will contact you at the beginning of the semester to ask if your course will give a final exam and if you have any special room or media requirements for your exam, such as double capacity seating. It is very important that final exam information is reported accurately, to ensure that final exams do not conflict with final reviews.

Exams should begin promptly at the scheduled time and should not continue beyond the three hours allocated in the official exam schedule.

For more information on final exams, please consult the most current General Information Bulletin, which is available online at <http://www.utexas.edu/student/registrar/catalogs/gi06-07/ch4/ch4h.html#Examinations>

## **Text Book Orders:**

Orders for textbooks are placed before the beginning of every semester at local bookstores. SDS Administrators place textbook orders for the Department. Faculty should contact the appropriate SDS Administrator as soon as they know which books they will require for their courses and have an estimate of the enrollment. Late orders can sometimes take weeks to be filled. It is the responsibility of every faculty member to make sure the textbooks are ordered on time.

## **Grades:**

Final grades for organized courses are due 5 days after the regularly scheduled final exam date for the course. Final grades for classes that have regularly scheduled meeting times but no final examinations are due at the same time they would have been if examinations had been scheduled.

Grades for individual instruction courses and courses with no meeting time are due 5 days after the last class day, which is the first day of finals. You can submit your grades online, as well as see when grades are due at [www.utexas.edu/student/registrar/egrades/online.html](http://www.utexas.edu/student/registrar/egrades/online.html).

Posting students' grades by student name, social security number, UT EID, or other identifiable information constitutes a violation of federal law, namely, the Family Educational Rights and Privacy Act ("FERPA"). Similarly, returning student papers and exams in a manner that allows students to see other students' grades is also a violation of FERPA. An example would be leaving graded papers in a stack for students to see as they pick up their own papers. When posting grades and returning graded work, faculty should do so in a secure manner that allows students only to see their own grade. Papers and exams should be in individual sealed envelopes if left for students to pickup.