In order to minimize the disruption in the classroom, the Student Survey of Instruction (SSI) is now being administered online in all courses. Students will take the survey through a link in each MyCourses course. Information about administering the SSI (online tutorial, copies of notification emails, FAQs, and process summary sheet) is available at the SSI website, http://myresources.spcollege.edu/student-survey-of-instruction.

Thank you in advance for your assistance.

**Instructions:**

The following is a sample script that can be read to your class prior to the SSI administration time period.

“The Student Survey of Instruction (SSI) was designed to acquire information on the student perception of the quality of courses, faculty, and instruction, and to provide feedback information for improvement.

By completing this questionnaire, you will help the College and I determine how we might improve your educational experience in this course. I would like your opinion about how well I am doing as an instructor. Understand that your identity will remain strictly confidential and anonymous, and your responses should be based only on this course. Please answer each question honestly.

The survey is available online in our MyCourses course. It will be available from XXXX to XXXX [Please insert the SSI administration dates for your course].

The College and I appreciate your input. Thank you.”