



Protocol for Administering SPOT Surveys

- Faculty should coordinate with a departmental assistant, a colleague or a graduate student to administer the SPOT during class time. They should allow 15 minutes for students to complete the survey either at the beginning or end of class. The average length of time to complete SPOT is less than 8 minutes.
- The individual administering the course survey should read the following statement, “At UNT we value student input and hope that you will provide meaningful feedback to improve instruction.”
- Under no circumstances should a faculty member be in the room when their student evaluations are completed (in a computer lab, or during class time on mobile device).
- For online administration, faculty could provide a few extra laptops for those who do not have mobile devices. Note: faculty should be sensitive of those students who may not have a smart phone or laptop.