

# FLORIDA INTERNATIONAL UNIVERSITY

*Student Perceptions of Teaching Survey  
Quick Reference Guide*

## **On-line Evaluations:**

All SPOTs will be administered online via my.fiu.edu or the FIU Mobile App.

The SPOTs administration schedule is based on course length as follows:

### Courses scheduled during the Regular Session

- Courses that are 15 or more weeks in length: SPOTs will open 4 weeks before the last day to submit grades.
- Courses that are 10 to 14 weeks in length: SPOTs will open 3 weeks before the last day to submit grades.
- Courses that are less than 10 weeks in length: SPOTs will open 2 weeks before the last day to submit grades.

All SPOTs evaluations for regular session courses will close the day before grades are officially due.

### Dynamic Courses

- Courses that are 6 or more weeks in length: SPOTs will open 3 weeks before the last day of class.
- Courses that are 2 to 5 weeks in length: SPOTs will open 1 week before the last day of class.

All SPOTs for Dynamic courses will close on the course end date specified in Panthersoft.

### Regular Session Courses for the College of Law

The College of Law utilizes a different Academic Calendar. As a result, SPOTs for Regular Session courses for the College of Law will be administered as follows:

- SPOTs evaluations will open 5 weeks prior to the last day of class and close 3 weeks later (12 days from the last day of the course as indicated on Panthersoft). This will accommodate the College's reading and exam periods.

If faculty members allow their students to complete their evaluations during their class-time, the faculty member must not be present in the room.

## **On-line Evaluation Process:**

### College liaison's role:

- Reviews and distributes eligible course report to faculty and chairs. The report indicates all relevant course evaluation information including start and end dates. Ensures all course information is correct and verifies correct individuals are listed as Primary Instructor, Secondary Instructor, Course Assistant, etc.
- Once the evaluation has opened, liaisons are responsible for monitoring and distributing the response rate report to their faculty.

### Students:

Students receive an email from OPIR and a notification in their myfiu portal on their evaluation start date. A weekly reminder is sent out until the evaluation has closed. A video tutorial is attached to every email notification along with written instructions. If students encounter any issues or have any concerns, they are urged to report it to oir@fiu.edu

\*This information pertains only to the courses that meet assessment criteria. For more information, please refer to the SAI Policy or contact your college liaison.