

IES Overview for Departments

1. Ordering Forms

- Departments should maintain an adequate supply of related forms and materials.
- Evaluation forms A-D are ordered (at no charge) through MSU's Office Supply Department.

FORM	CLASS FORMAT	PART NUMBER
A	Small Lecture/Seminar – Discussion Format	56051
B	Large Lecture – Minimum Class Participation	56044
C	Apprentice Format – Skill Development	56052
D	Laboratory	56045

- Miscellaneous materials, such as Header Forms are available at the Institutional Research Office, WA 315 and Course Information Forms are available online.
 - Phone: Ext. 1333
 - Email: nathan.gustafson@mnsu.edu
 - Website: www.mnsu.edu/instres

2. Departments complete the following forms:

- Regular/Adjunct Faculty Course Information Form
 - Please call or email Institutional Research after adding a new faculty member
- Graduate Assistant Course Information Form
 - Completed and signed by G.A. supervisor or Department Chair
- Header Form
 - Completed by Department Personnel or individual faculty



Please do not make Xerox copies of forms A-D and/or the header form! The scanner is unable to read copies.