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.

<table>
<thead>
<tr>
<th>FORM</th>
<th>CLASS FORMAT</th>
<th>PART NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Small Lecture/Seminar – Discussion Format</td>
<td>56051</td>
</tr>
<tr>
<td>B</td>
<td>Large Lecture – Minimum Class Participation</td>
<td>56044</td>
</tr>
<tr>
<td>C</td>
<td>Apprentice Format – Skill Development</td>
<td>56052</td>
</tr>
<tr>
<td>D</td>
<td>Laboratory</td>
<td>56045</td>
</tr>
</tbody>
</table>

   - 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.