GUIDELINES FOR CONDUCTING AND REPORTING RESULTS OF EXIT INTERVIEWS WITH GRADUATING MAJORS

1. The chair of the faculty Exit Interview Committee shall compose and submit the Report of Student Interviews form in May of each year, listing the major strengths and weaknesses cited by graduating majors on their written questionnaires and in their oral interviews. All members of the committee are asked to sign this report before it is submitted to the department head. Guidelines for writing the report are as follows:

   a. Include a summary of French majors (strengths, weaknesses, best courses), Spanish majors (strengths, weaknesses, best courses) and suggested improvements to the major programs. Whenever possible, the report could include actual quotes of the comments made either orally or in writing by the graduating majors. Each committee member will have access to the completed student questionnaires.

   b. Where strengths are cited, the names of individual faculty members will be used if mentioned by a graduating major. Where weaknesses are cited, the names of individual faculty members will not be used even if mentioned by the graduating major.

   c. All members of the committee shall sign the report and thereby attest to its accuracy.

   d. The reports will be made available and accessible to all faculty members in the Department of Foreign Languages and Literatures. Copies of the reports will be kept in the department head's office.

2. Procedures for conducting the oral exit interview:

   a. Each graduating major shall introduce himself/herself and state his/her major (including double majors) so that faculty notes will be sure to discriminate between comments directed toward French and Spanish programs.

   b. Each faculty member shall introduce himself/herself and state his/her teaching area.

   c. The chair of the committee shall inform the graduating majors that when weaknesses to the programs are cited, no specific faculty names will be used, but the semester and year in which the course was taken should be noted.

   d. Each faculty member of the committee will take his/her own notes during the exit interviews so that each can attest to the accuracy of the quotes cited by the chair in the written report.