WUSA x TAP Office Pilot

Student Volunteer On-Hand Guide

Keep this guide handy when coordinating and administering your in-class session to support the Student Course Perceptions (SCP) process.

YOUR ROLE
Help make time for classmates to complete their SCP surveys. Keep your introduction brief, remain neutral, protect students' privacy, and leave survey questions to the TAP contact.

Before the session: email your professor

1. Initial email to the class professor

Subject: [course code] [section]: F26 SCP pilot (student volunteer)

Dear [Prof name],

I've volunteered to serve as a representative for [course code and section] in the WUSA/TAP Fall 2026 pilot.

SCP surveys are open Nov 25 to Dec 8. Can you let me know if there is a class in that period where we can use 10 minutes of class to complete the SCP surveys? You'd introduce me and, if you wish, share an example of how past student feedback shaped the course. I'd then briefly explain the survey, and you'd step out while students complete it.

Could you let me know which day and time work, and who will display the slides?

Thank you,
[Your name]

---

2. Reply to confirm the session details

Dear [Prof name],

Thank you for getting back to me. Here are the confirmed details for [course code] [section]:

Date:	[Date]
Time:	[Time]
Slides:	[You / I] will display the slides on the screen.

I'll need about 10 minutes. After you introduce me (and share an example, if you wish), I'll briefly explain the survey. You'll then step out while students complete it, and I'll come get you when we're done.

Please let me know if anything changes.

Thank you,
[Your name]

During the session

Student script

Use this script to introduce the SCP survey. You can read it as written; keep your delivery short, friendly and neutral.

"Hey everyone! I'm [name], and I volunteered to help with SCP surveys in our class this term.

SCPs are our chance to give feedback on our experience in this course. Taking part is voluntary, your responses are anonymous, and your feedback matters, so I hope you'll use this time to do it.

The steps for getting to the survey are on the screen. You'll need a phone or laptop. [Instructor] is going to step out, and we have about 10 minutes. If you can't finish today, you can complete it any time until Dec 8.

[Set a 10-minute timer.]

"Okay, time's up. Thank you, everyone! I'll let [instructor] know we're finished."

Do's and don'ts: tips for student volunteers

DO	DON'T
✓ Keep it short, friendly and neutral.	✕ Pressure anyone to take part – it's voluntary.
✓ Stay at the front and let students work privately – you could do your SCP survey at the same time.	✕ Look at anyone's screen or track who has finished.
✓ Refer survey content or process questions to your TAP contact.	✕ Explain, interpret or suggest how to answer questions.
✓ Invite the prof to leave the room for the 10 minutes.	✕ Discuss survey responses or comments afterwards.

If something goes wrong

Guide for student volunteers

Use the guidance below if you encounter an issue before or during the in-class session. If you are unsure what to do, contact your TAP/WUSA contact.

PROBLEM	WHAT TO DO
Prof hasn't replied in 3 days	Send one reminder, then contact your TAP/WUSA contact.
Prof doesn't want to participate in pilot	Contact your TAP/WUSA contact.
Slides can't be displayed	Write the survey URL on the board. Students can log in using their WatIAM credentials.
Student has no device	Remind them they can complete the survey any time until Dec 8.
You can't make the session	Ask someone else in the class if they are willing to step in. Tell your contact and your prof as early as possible.
Student can't see the SCP survey for the class	Ask the student to contact kathy.becker@uwaterloo.ca.

SCP survey access

Survey URL	https://perceptions.uwaterloo.ca/
Login	Use WatIAM credentials.
Survey dates	Nov 25 to Dec 8, 2026.

Remember: Participation in the SCP survey is voluntary and responses are anonymous. Your role is to make space for students to complete the survey—not to monitor participation or influence responses.