Dear Faculty Member/Instructor:

Once you receive the course evaluation packet, please check the forms immediately to ensure that they are for the correct class.

The recommended practice is to allow about 15 minutes at the beginning of a class period during the last week of class for this evaluation process. At the end of a class period, students tend to rush out and give less than full consideration to the questions. You must also a) select a student volunteer to handle collection and delivery of the forms, and b) NOT remain in the room while students are completing the forms.

Please read the following instructions to the class before they complete the forms:

The purpose of this course evaluation is to provide me with evaluative feedback on your perceptions of this course. Analysis of the results will not be sent to me until after final grades are reported. These evaluations may also be used for important personnel decisions, so please answer the questions as honestly as possible. Your cooperation will be appreciated.

Be sure that all of your marks completely fill the circles. Do not make any stray marks on your answer sheet. If you erase, do so completely since incomplete erasures might be read as intended answers. All questions are to be answered on the 5-point scale from 5 = Agree Strongly to 1 = Disagree Strongly as defined at the top of the form.

If you decide to use optional instructor questions, you should provide students with the specific wording and ask them to respond to these additional questions in the write-in area(s) on the back of the sheet. This provides faculty the opportunity to ask questions that are not included in the standard 31-item set.

After the forms have been distributed, select a student volunteer to collect and deliver the completed forms. Give the student the envelope with the enclosed instructions to collect the forms, align them properly, put them in the envelope, seal it, and return it via campus mail to Course Evaluations, Office of Institutional Research, 422 Brodhead Ave, 2nd Floor.

At this point you are advised to leave the room until the evaluations have been collected and packaged.

Thank you!

Office of Institutional Research
11/22/2013