

Student Evaluation Instrument

Side One

SUMMER 2015

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_  
          Dept.       Number     Section

Student Evaluation Instrument

28. Primary reason for taking this course:

- Required for major    Elective for major    Minor/Related field    Liberal studies    Personal Interest

29. My expected grade in this course:

- A    B    C    D    F

Print ONLY within the area provided.

30. List things the instructor did in this course that contributed to your learning and should be retained.

Print ONLY within the area provided.

31. List things the instructor should change about this course to enhance student learning.

# Student Evaluation Instrument for Classroom Courses

## II. Guidelines

### A. Administration of the Evaluation

1. The Evaluation Instrument will be printed directly on optical scanning sheets. A supply of these

each department.

2. The Student Evaluation shall not be administered sooner than the 12th week of a full semester's teaching or at the 2/3 point of a given instructional period.
3. The Student Evaluation will be administered by the Department Chairperson or a faculty member

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### C. Directions for Administering the Student Evaluation Instrument

1. Be sure the information on the label affixed to the envelope is complete and accurate. It may be hand written or on a pre-printed label. Once confirmed, print on the board the name of the faculty member being evaluated, the course and section number, and the year and term so the students can enter the information on the evaluation form.
2. Hand out the evaluation forms then read aloud the following instructions:

"This evaluation was designed to provide feedback to your instructor, and thereby aid him/her in the development of a more effective learning environment for all students in the classroom."

campus-wide committees for making personnel decisions. Thus, it is very important that you respond to each item in a careful and conscientious manner. I will return the evaluations to the Department Office in