

Dear Fellows,

At the end of each term it is expected of all faculty to distribute end of term course evaluations to their class. In addition to handing out forms to the students, we want you to fill out one to evaluate yourself and to place it in the shared folder on the computer network.

**Fellows: Please submit completed form to your folder on the network:** when logged into the network on campus, click My Computer → campus\_share on curtis (U:) → Fellows Program → For Fellows → your personal folder → course evals

For this form, we are mainly interested in the numbers and it is entirely optional for you to make any narrative comments. We expect that you can fill out the form (below) quite quickly.

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### **Fellows' Self-Evaluation Statement of Confidentiality**

All forms submitted by Fellows will be confidential. For forms submitted to the network folders: Only Fellows and the Provost will have access to the network folders to which Fellows submit completed forms. At a later date, the Director of Institutional Research may have access for institutional and program evaluation purposes. The forms will not be used for personnel evaluation, but rather for evaluation of the program as a whole using grouped data (i.e., no individual Fellows will be identified in any research reports).

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Please let Provost David Burrows know if you have any questions or concerns about the process.

**COURSE EVALUATION FORM: FELLOW'S SELF-EVALUATION VERSION**  
(to be completed at end of each term)

**Name:** \_\_\_\_\_

**Course name and number:** \_\_\_\_\_ **Term and Year:** \_\_\_\_\_

Please complete the following rating scales to address each category below. If you wish, feel free to add comments in the space provided. Use the following scale:

1                      2                      3                      4                      5  
poor                  mediocre              satisfactory              good                  excellent

**Rating    Topic**

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\_\_\_\_\_ In general, how would you evaluate this course?

\_\_\_\_\_ Helpfulness of instructor's comments on coursework

\_\_\_\_\_ Organization of course to enhance learning

\_\_\_\_\_ Instructor's ability to create an intellectually stimulating course

\_\_\_\_\_ Teaching of general concepts in addition to specific facts

\_\_\_\_\_ Accessibility (e.g., invited questions outside class) and helpfulness of instructor

\_\_\_\_\_ Appropriateness of level at which class was taught (if not, too simplistic or too difficult?)

\_\_\_\_\_ Instructor's ability to lead good discussions

\_\_\_\_\_ Instructor's encouragement of critical thinking

\_\_\_\_\_ Appropriateness and usefulness of assignments (e.g., papers, activities) and exams

\_\_\_\_\_ Quality of Lab, Field Work, or Studio (if applicable, please specify)

Write a short narrative assessing what you see as the important strengths and weaknesses of this course (with any recommendations for changes)