

Dear Fellows,

At the end of each term it is expected of all faculty to distribute end of term course evaluations to their class. Please xerox enough copies (back to back if possible) for your class. Usually faculty pass out course evaluations in the last week of classes, but exactly when is up to you. The key is to reserve some class time during which students can fill the questionnaires out (otherwise returns are very low). Obviously, once you pass out the questionnaires, you should exit the room, assigning a student (or whoever is the last person to complete the questionnaire) to deliver all of the surveys to the building secretary's office (if you are in Science Hall, this would be Briggs).

The secretaries will deliver the completed forms to the Provost's Office. Bill Skinner (the Institutional Research person) will code and analyze the results and you will eventually receive a summary of the evaluations sometime after grades have been turned in for the term.

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

**Course Evaluation Form: Student Version**  
**Fellows Program Course Evaluation**

**Completed forms should be collected by the last student in the room and delivered to the Building Secretarial Office.**

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**(Instructor's name)**

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**(Course name/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)