

CAS COURSE EVALUATION INSTRUCTIONS

Student perception forms are a vital means of informing our teaching and allowing students to communicate their perspectives. Considerable evidence supports the premise that proper introduction and execution of the evaluation process considerably enhances the level of participation and quality of student feedback.

To maximize student participation, please follow these instructions to administer student perception forms:

- Set aside sufficient time in class to conduct the evaluation. We recommend that time be allocated in the beginning or middle of class to avoid students simply leaving or hastily completing the form.
- Issue a verbal introduction of the evaluation process to the students, establishing the value of their candid feedback. We have recommended points to be covered in this introduction (see below).
- Contact ISS at Extension #3000 if any students encounter technical difficulties with the survey. Use the provided instructions to help students log in to the survey system (see reverse). **REMIND YOUR STUDENTS THAT THEIR SIR-II PASSWORD IS SENT TO THEIR WASHBURN E-MAIL, NOT THEIR D2L E-MAIL.** Also please remember that even if students can't find the original SIR-II e-mail, they can get their password again simply by entering their e-mail under "Forgot Your Password?" at <http://sirii.cliksonline.com>.
- Once students are logged in and ready to take the survey, please leave the room until a designated student notifies you that they are finished.

SUGGESTED EVALUATION INTRODUCTION

"Student course evaluations are important and valuable, because your feedback:

- Gives me another perspective on the course. What is obvious to you may not be to me (and vice versa), unless you communicate it to me.
- Helps me develop my course and my teaching in general by telling me what worked for you and what didn't.
- Is examined at multiple levels (e.g. department chair, dean) and helps us improve the student learning experience at Washburn.

Your written comments are especially helpful because they give me specific ideas on how to improve my teaching and my course. Your comments are anonymous and aren't shown to the instructor until after grades have been submitted.

So please, take just a bit of time to provide me the benefit of your candid, constructive feedback."