

APPENDIX C-1

STUDENT EVALUATIONS: PROCEDURES

As provided in Article VIII, Sections D(1)(a) and D(2)(a), the Department Chair shall obtain student evaluations of all courses before the end of each academic semester. Such evaluations shall include all sections of every type of course for all non-tenured unit members and one section of each type of course for tenured unit members (unless the tenured unit member, the Department Chair or the Vice President has required that additional courses or sections taught by such tenured unit member be evaluated).

The following procedures shall be followed in administering the evaluation form for purposes of obtaining student evaluations:

- a. No unit member shall administer forms to his/her own classes. They shall be administered by the Department Chair or his/her designee at a time arranged with the faculty member concerned.
- b. The unit member administering the evaluation forms shall distribute the forms to the students, explain their use, indicate that written comments are not appropriate, and collect them when the forms are returned. The faculty member shall not see them until grades have been submitted.
- c. The unit member administering the evaluation forms shall, at the time of their administration, note (1) the class enrollment and (2) the number of evaluation forms returned to him/her by students.
- d. The faculty member shall not be present during the evaluation process.
- e. The unit member administering the evaluation forms shall deliver them to the Chair of the Department, who shall transmit them to the Vice President. They shall not be made available to the faculty member until after he or she has submitted final grades for his/her classes.

APPENDIX C-4

STUDENT INSTRUCTIONAL RATING FORM FOR NON-LECTURE COURSES

THIS IS YOUR OPPORTUNITY TO EVALUATE THIS COURSE AND ITS INSTRUCTOR. PLEASE BEAR IN MIND THAT THIS IS A SERIOUS MATTER WHICH GIVES EACH OF YOU A CHANCE TO EXPRESS A THOUGHTFUL OPINION. THE RESULTS OF THE QUESTIONNAIRE WILL BECOME A PART OF THE TOTAL EVALUATION PROCESS FOR THE FACULTY OF YOUR COLLEGE AND WILL BE PLACED IN THE PERSONNEL FILE OF THIS FACULTY MEMBER. YOUR FAIR-MINDED RESPONSE WILL BE APPRECIATED. INDIVIDUAL WRITTEN STUDENT COMMENTS ARE PROHIBITED ON STUDENT EVALUATION FORMS.

As provided in Article VIII, Sections D(1)(a) and D(2)(a), the Department Chairperson shall obtain before the end of each academic semester student evaluations of courses. Such evaluations shall include all sections of every type of course for all non-tenured unit members and one section of each type of course for tenured unit members (unless the tenured unit member, the Department Chairperson, or the Vice President has required that additional courses or sections taught by said tenured unit member be evaluated).

The following procedure shall be followed in administering the evaluation form for purposes of obtaining student evaluations:

- a. No unit member shall administer forms to his/her own classes. They shall be administered by the Department Chairperson or his/her designee at a time arranged with the faculty member concerned.
- b. The unit member administering the evaluation forms shall distribute the forms to the students, explain their use, indicate that written comments are not appropriate, and collect them when the forms are returned. The faculty member shall not see them until grades have been submitted.
- c. The unit member administering the evaluation forms shall, at the time of their administration, note (1) the class enrollment and (2) the number of evaluation forms returned to him/her by students.
- d. The faculty member shall not be present during the evaluation process.
- e. The unit member administering the evaluation forms shall deliver them to the Chairperson of the Department who shall store them until after the faculty member has submitted final grades for his/her classes.

This section of the evaluation is to be completed by students who are enrolled in non-lecture courses. Indicate the category which applies to you.

1. Student Teacher Supervision
2. Physical Education Activities Courses
3. Studio (creative and performing arts)
4. Shop
5. Critique (only applies to Massachusetts College of Art)
6. Cooperative Education
7. Field Work Supervision
Internship Practicum
8. Directed Study – Independent
9. Nursing Clinical Supervision
10. Other (Explain) _____

Evaluate the performance of the faculty member who supervised the educational experience which you have checked above by answering the following questions. Respond by using the KEY at right. Mark your responses with a PENCIL.

KEY

SA – Strongly Agree

A – Agree

N – Neither Agree nor
Disagree

D – Disagree

SD – Strongly Disagree

NA – Not Applicable

	SA	A	N	D	SD	NA
A. <u>NON-LECTURE SUPERVISION</u>						
1. You may have become more competent in this area due to this experience.						
2. Your college supervisor was concerned with making your experience a successful one.						
3. Your college supervisor was sensitive to your needs and problems.						
4. Suggestions made by your college supervisor were helpful and constructive.						
5. Your college supervisor encouraged you to try a variety of methods and materials.						
6. Your college supervisor made a sufficient number of visitations (when applicable).						
7. Your college supervisor allowed sufficient time for meaningful conferences (when applicable).						
8. Your college supervisor set up means whereby you could communicate directly with him or her (when applicable).						
9. The college supervisor's communication and interaction with the host agency was beneficial to you (when applicable).						
10. The written assignments required by your college supervisor were helpful and relevant (when applicable).						
11. Your college supervisor was helpful in providing general academic advice.						
B. <u>ACADEMIC ADVISING:</u>						
12. I saw or attempted to see the instructor during posted office hours. Yes ___ No ___ (if "yes" continue with question 13, if "no" skip to question 18).						
13. The instructor was available for advising during posted hours.						
14. The instructor expressed a willingness to schedule appointments for advising at other than posted office hours.						
15. The instructor was helpful in clarifying material covered in this course during advising sessions.						
16. The instructor helped me deal with any special difficulties I may have had with the material covered in this course.						
17. The instructor was helpful in providing general academic advice.						

	SA	A	N	D	SD	NA
Instructor may add five (5) questions in this space relative to the course.						
18.						
19.						
20.						
21.						
22.						