

# STUDENT EVALUATION OF COURSE AND INSTRUCTOR USING SMARTEVALS

## INFORMATION FOR INSTRUCTOR:

- Evaluations will be available through midnight of the last official day of class listed on the Academic Calendar.
- If you choose to have your students complete the evaluations during the class period, be sure to allow sufficient time (approximately 10 – 15 minutes) at the beginning or end of the class period.
- **If evaluations are completed in class, the instructor must leave the room before the evaluation time begins.** The Instructor must **NOT** be present during the actual evaluation. Only after the evaluations have been completed, should the instructor re-enter the classroom.
- The instructor will not under any circumstances discuss the evaluation with any student before or after completion.
- Please encourage the students to take time to fill out the comment section.
- **If you have any questions please contact Dr. Darryl James, Vice Provost, [darryl.james@ttu.edu](mailto:darryl.james@ttu.edu); or Dr. Genevieve Durham, Vice Provost, [genevieve.durham@ttu.edu](mailto:genevieve.durham@ttu.edu)**