

# STUDENT EVALUATION OF COURSE & INSTRUCTOR

## PROCEDURES FOR COURSE INSTRUCTOR

1. DEADLINE: These evaluations are due in the department's administrative office by: \_\_\_\_\_.
2. Please choose a proctor to be responsible for administering the evaluation form, collecting the completed evaluations and returning them to the departmental office.
3. Be sure to allow sufficient time at the beginning or end of the class period for evaluations to be completed. They must be completed during the time provided.
4. **The instructor must leave the room before the evaluations are distributed.** The Instructor must not be present during the actual evaluation and must not have possession of the evaluations after they have been completed by the students. Only after the completed evaluations have been collected, placed in the envelope by the proctor, and returned to the administrative office, should the instructor re-enter the classroom.
5. The instructor will not under any circumstances discuss the evaluation with any student before or after completion.
6. Please encourage the students to take time to fill out the comment section.