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. Rob Stewart, Sr. Vice Provost, 104 Administration, 742-2184.**