STUDENT EVALUATION OF COURSE & INSTRUCTOR

INSTRUCTIONS FOR PROCTOR

1. Please distribute an evaluation form and instruction sheet to each student.

2. Write on board the class, section, and instructor name. Example: CRN:23795
Prefix: POLS  Course No: 5303  Section: 001  Instructor: Smith, Paul.

3. Remind students that they can use pencil or pen (blue or black ink) but no felt tips or colored pens.

4. Make dark marks that fill the oval completely. No X’s or check marks.

5. Please collect ALL evaluation forms – even the blank ones.

6. Please place ALL evaluation forms in the labeled envelope and return to the departmental office No. _____________.

7. Do NOT return the completed evaluations to the instructor. Only designated staff members in the department office are allowed to receive the completed evaluations.