FACULTY

DO NOT OPEN THIS ENVELOPE.

Choose a student in the class to distribute the evaluation forms. Give this envelope with the attached instructions to the student and leave the classroom until all students have completed their evaluation. Thank you.

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STUDENT

PLEASE READ CAREFULLY
USE BLUE OR BLACK INK, OR A PENCIL
NO SHARPIES OR MARKERS, PLEASE

Please read the following statement to the class:

Student Evaluations are an extremely important part of the process that enables Department Chairpersons and the Academic Dean to review course curriculum and faculty performance. The objective of these evaluations is to improve the educational experience for students at the College.

Please complete the evaluation thoughtfully and carefully. It is important. Remember these are completely confidential and your instructor will not see the evaluations until final grades have been submitted to the Registrar.

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1. Open this envelope and distribute one evaluation form to each member of the class. If you need additional evaluations, you can obtain them from the Department Administrator.

2. Please allow all students sufficient time to complete the form. After the class has finished completing the form, collect them and place them in the envelope labeled with the course title and instructor’s name on the front.

3. Seal the envelope, write the number of evaluations completed, and sign your name across the flap.

4. Inform the instructor that he/she may rejoin the class.

5. Deliver the sealed envelope directly to the Office of Academic Affairs located on the 9th floor of Taubman Center. If your class is held on the Ford Campus, the envelope should be deposited in the secured box outside of the Campus Safety & Security Office located in the Kresge-Ford Building. After 4:30 pm, please deposit evaluations in the secured box in the Kresge-Ford Building or the one located outside of the Office of Academic Affairs in the Taubman Center.

THANK YOU FOR YOUR ASSISTANCE