INSTRUCTIONS FOR ADMINISTERING STUDENT EVALUATION FORMS

In order to ensure uniformity and fairness to the faculty member being evaluated, all individuals who administer student evaluation forms will read the following script:

In order to assist in the maintenance of high teaching standards, you are being asked to evaluate this course. This information will remain anonymous and will not be given to your instructor until after final grades have been submitted.

Please mark the appropriate letter on the scantron form for each question. There is space on the form for any further comments you would like to add about this instructor and course.

Take your time and be honest in your responses. Remember that your name does not go on the form. Please return the forms to me.