



Assessment Resource Center

University of Missouri

INSTRUCTIONS FOR ADMINISTERING COURSE EVALUATIONS

IMPORTANCE OF COURSE EVALUATIONS: The information aggregated from student ratings will aid in instructional development and improvement, administrative decision-making, and student course selection.

ADMINISTRATION OF COURSE EVALUATIONS: Please administer the evaluation to your students during the last two weeks of the semester and before the final exam. At least 70% of enrolled students should be present.

1. Write your name, course number (e.g., Math 1160), and section number on the board.
2. If using the Expanded Form,
 - a. display any questions you have written to be included in *Section VI: Instructor's Questions* (maximum of 20), and
 - b. write the letter(s) of the group(s) of questions students should answer in *Section VII: Course-specific* questions.
3. Pass out forms, one per student.
4. Select a trustworthy student or another designated person to collect the completed forms in the envelope or container provided by your office. Ask this person to return all forms to the department office directly following the class period.
5. Read instruction script provided below.
6. Leave the room while students complete the evaluation forms.
7. Verify with your department that completed forms have been received. Office staff will forward completed forms in a confidential manner to ARC for processing.

Section VII: Course-specific
A: Use of Technology
B: Writing Intensive/Media
C: Seminar/Discussion
D: Creative/Applied Practice
E: Labs/Focused Practice
F: Multiple Instructors

INSTRUCTION SCRIPT: After reading these instructions to your class, please leave the room so that the evaluations can be completed without influence.

I am going to pass out an evaluation form to give you the opportunity to rate many aspects of this course and to make suggestions. Please use a pencil to complete the form. Your participation is voluntary. Your honest feedback is helpful. I will receive a report of the cumulative results and a copy of the comments. I will not see any results until after final grades have been submitted.

I have asked _____ to collect and deliver the completed forms. I will leave the room while the forms are being completed and collected. Please do not discuss the evaluation while you are completing the form. Thank you for taking the time to answer thoughtfully.

Contact Information

For questions regarding the course evaluation process, please contact ARC staff at 112 Townsend Hall, 573-882-7773, or email arc@missouri.edu.