Course & Faculty Evaluations

- Each semester, the deadline for submission of course evaluations will be announced by email. Although the email comes from the Registrar’s Office, the Registrar is not involved in course evaluations beyond this.

- Evaluations, once complete, should be taken to the College Operator (Nancy Orlando) on the second floor of the Computer Center. After 4:30 PM, they should be taken to the Library. They should NOT be taken to the Registrar’s Office.

Instructions for the Distribution of Course & Faculty Evaluations

(1) Administer the evaluations at the beginning of class.

(2) Write the 4-digit course number (from the label on the brown envelope) on the board.

(3) Assign a student to deliver the evaluations to the College Operator’s Office on the second floor of the Computer Center. If the Computer Center is closed, have the student deliver the evaluations to the library.

(4) Read the following statement to the students before distributing the evaluations:

   Please enter the 4-digit number on the board into the course number grid on the evaluation form and enter the instructor’s name, course number, and current semester on the written comments side of the form. You will have at least 15 minutes to complete the evaluation. While you do so, you must not talk or otherwise communicate among yourselves. When you have completed your evaluation, please place the evaluation form in the envelope.

   The evaluations are confidential and anonymous. Evaluations are not returned to instructors until after grades have been turned in for the semester. Instructors use your feedback to evaluate and improve upon their performance. Evaluations are also used in promotion, tenure and salary considerations. Therefore, please make your responses candid, thoughtful, fair and constructive.

(5) LEAVE THE ROOM and allow the students at least fifteen minutes to complete the evaluations.

(6) After the evaluations are completed and the students have placed them into the envelope, have the assigned student seal the envelope and take them to the College Operator in the Computer Center (library after hours) at the end of the class. You may wish to remind the student that they should be delivered immediately.

PLEASE REMEMBER THAT EVALUATIONS SHOULD BE COMPLETED BY THE DEADLINE PROVIDED EACH SEMESTER.
Instructions: The evaluations are confidential and anonymous. Evaluations are not returned to instructors until after grades have been turned in for the semester. Instructors use your feedback to evaluate and improve upon their performance. Evaluations are also used in promotion, tenure and salary considerations. Therefore, please make your responses candid, thoughtful, fair and constructive. **When filling out this form, do not discuss your responses with your classmates.**

<table>
<thead>
<tr>
<th>Albright College Course &amp; Faculty Evaluation</th>
<th>blank = N/A 1=Strongly Disagree 2=Disagree 3=Neutral 4=Agree 5=Strongly Agree</th>
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<tbody>
<tr>
<td>Enter Course Number from Top to Bottom</td>
<td></td>
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<tr>
<td>(Provided by the Instructor)</td>
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<tr>
<td>Like this:  ● Not like this: 📉  ❌  ✅</td>
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**The Course:** How does the course fit into your program? If you are taking this course for both a general studies requirement and a major requirement fill in bubble 5. (1 = other, 2=elective, 3=general studies, 4=elective in major, 5=major requirement)

- The course was challenging.  
- The course was well organized.  
- The instructor made clear presentations.

**The Instructor:**

- The instructor displayed a thorough knowledge of the material.
- The instructor demonstrated a positive attitude toward teaching.  
- The instructor was well organized.  
- The instructor met scheduled sections of the course.  
- The instructor was on time for classes.  
- The instructor encouraged student participation.  
- The instructor returned exams & assignments within 2 weeks or less.  
- The instructor clearly indicated how my work would be graded.  
- The instructor was available for scheduled office hours & appointments.  
- The instructor provided useful feedback on my coursework.  
- The instructor treated me fairly.

**The Student:** Your year (blank=evening, 1=freshman, 2=sophomore, 3=junior, 4=senior, 5=graduate)

- Your current G.P.A. (1=below 2.0, 2=2.0-2.49, 3=2.5-2.99, 4=3.0-3.49, 5=above 3.5)

**Additional:** The work required to succeed for the type and level of course was: (1=too little, 3=appropriate, 5=too much etc.)

- Grade you expect in this course (1=F, 2=D, 3=C, 4=B, 5=A)
- Did the course include written assignments? (1=no, 5=yes)
- Were the physical facilities acceptable? (1=no, 5=yes)
- Were meeting times acceptable? (1=no, 5=yes)
- Did the instructor provide a syllabus? (1=no, 5=yes)

**Optional Questions:**

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<th>Question 1</th>
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OVER ⇢
Instructor: ______________________
Course: ______________________
Semester: ____________________

In the spaces below please discuss aspects of the course that helped the learning process and/or aspects of the course that could be improved upon to help the learning process. Your instructor will not see your comments until after all grades are turned in for the semester.

A. Lectures / Discussions:

B. Laboratories, Seminars, Recitations, Field Work, etc.:

C. Papers, Problem Sets, Reports, Tests:

D. Other Comments or Suggestions: