

## APPENDIX C-5a: VERBAL INSTRUCTIONS FOR STUDENT EVALUATIONS

- *Introduce yourself and your position at the College.*
- *Read the following instructions to the students:*

Faculty evaluations are part of a regular process that all faculty at our College undergo. Every semester we evaluate a number of fulltime and adjunct faculty as part of a process of continual improvement.

Instructors and Professors become ‘great’ by learning what works well in the classroom. One of the ways that instructors and professors can find out what is working is through the process of evaluation. This is your opportunity to be a part of this process and to share what you believe is working out well, or what could possibly work better in this class.

You will each be given an evaluation form to record your responses to a number of short questions about your experiences in this class. **Please use a blue or black ink pen to record your responses with an “X”. On the back side of the form there are questions that require a written response. Please print clearly so our document scanner can read your comments.**

This portion of the faculty evaluation process is anonymous. Your responses will be typed up and tabulated in the division office, and your instructor will not see these original forms. However, your instructor will review your responses as part of the evaluation process.

Student evaluations are one of the most valuable components of the evaluation process, so please take enough time to give thoughtful and clear responses.

Are there any questions?

- *Please thank the students for their participation and input.*