The University of Maine considers student evaluations to be the source of important information. You are asked to complete this evaluation honestly and to take the process seriously. Your cooperation in the following details is imperative.

1. Faculty must not be present when these forms are being completed.

2. The form will be machine scored. Use #2 pencil only. Ink cannot be scanned. Check marks or X’s will not be picked up by the scanner. Color in the circles completely. Incomplete erasures will be scanned. Writing and stray marks in the margins may interfere with scanning.

3. On the first line of the upper left hand corner of the evaluation form write in the course number (e.g., BIO 100). On the second line (identified by “DIV.”), write in the CRN number (your instructor will provide the CRN number).

4. Other information at the top of the form is optional.

5. If this is a laboratory course or one with a clinical component, note the four laboratory items at the bottom of the evaluation form.

6. If this course is being team-taught, each member of the team must be evaluated. Since written comments are placed in each faculty member’s file, we ask that you refrain from commenting on other members of the team when evaluating any particular one.

7. Comments are accepted as part of the evaluation process; you may or may not sign your name. All comments will be forwarded to the instructor; only signed comments are placed in the personnel file. You may use an additional sheet of paper for comments.

8. Faculty members do not have access to the evaluations until they have been scanned, generally 4 to 6 weeks after the semester ends.

9. All evaluations must be completed during the class period and returned to the appropriate office in the envelope in which they were originally received.

INSTRUCTIONS TO MONITOR: Collect evaluation forms and pencils and return them to the envelope in which they arrived. Seal the envelope and sign your name over the seal of the flap. (To avoid risk of tampering, forms arriving in unsealed envelopes will not be accepted.) On the front of the envelope, cross of the instructor’s name and write in the appropriate College office. You are responsible for returning the packet to the appropriate office promptly.