



Making the Most of Your End of Semester Evaluations

The [Office of Institutional Research and Assessment](#) (OIRA) provides both online and paper evaluations for courses. You can find the standard questions, and additional instruction on their website. Here are some additional tips for your end of semester evaluations.

Getting meaningful feedback from your students.

- ✓ Create a culture of feedback by continuously asking for feedback through the semester as quarterly and mid-semester reviews.
- ✓ Clearly explain how the evaluations will be used, both by you and by your department.
- ✓ Clarify that evaluations may be read by department chairs or school administrators.
- ✓ Discuss what constructive feedback looks like, consider providing examples of constructive vs deconstructive (attire, appearance). Here are some [great guidelines](#) from University of Michigan.
- ✓ In an online class, send an email to your students about the importance of the evaluations
 - Consider creating a module or video about the ideas listed above
- ✓ For a face to face class, set aside time to complete the evaluations during class if you are using the online evaluations.
- ✓ Provide chocolate :) ([this recent study](#) shows cookies significantly increased SETs!) - but really it is better to create a continuous culture of bidirectional feedback.

Share with your students how will you use this feedback?

Professional growth

Improving your teaching skills

Future employment

Improving learning strategies

Evidence of teaching effectiveness - share your portfolio or a cover letter with these data

Improving the class for future students.

Prepare for the evaluations

- ✓ Tell the students the date they will be completing the evaluations and whether they will be online or on paper
- ✓ Bring extra pencils on the day of the evaluations
- ✓ Have a script ready of what you will say to the students to address the points above before you turn the class over to the moderator.
- ✓ Remind them that these are completely anonymous (unless they are signed) and will not be available until after grades are submitted

Personalize the evaluations with your own questions

UMaine’s online SET, called BLUE, allows both likert scale and open ended personalized questions, you will receive a prompt for these if you have opted into this evaluation form.

Up to 7 Likert scale questions

Up to 3 open ended questions

The paper SET at UMaine allows you to add personalized questions:

Up to 7 questions on the *long form*

Up to 10 questions on the *short form*

- Write the questions so that the answers utilize the same scale to minimize confusion.
- Provide the questions to the students and the scale being used

ADDITIONAL QUESTIONS PROVIDED BY INSTRUCTOR					
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

For either format - use these questions to shift the focus from your performance to what they experienced as learners:

Ask questions about student learning, student experiences

How would your students rate their ability/confidence?

What will they remember in 5 years?

How did the learning activities support learning?

How did the assessments support learning?

[Here are some nice examples](#) you could work to convert to a likert scale, or build an end of semester feedback form.

See some other great ideas about SETs:

[How to Frame Course Evaluations With Your Students](#)

[A New Twist on End-of-Semester Evaluations](#)