

Course Evaluations

Near the end of each term, you will be asked to evaluate PTher/REHAB courses. The class representatives will administer the evaluations according to university procedure and will return completed evaluations directly to the Department Receptionist in CH 2-50. You will have 10-15 minutes to complete the evaluation. The instructor will not be present at the time. If you feel that you need more time to formulate your feedback, you may submit it (handwritten or typed) to the PT office within 5 days of the distribution of the USRI questionnaires.

These questionnaires ask you to evaluate the course and the teaching and learning that you have experienced. They will be used in three ways. The teacher will learn from them what you have found most valuable and least valuable in the course. The Chair of the Department will use them as part of the assessment of teachers in the Department. A summary of the results will be sent to the Students' Union for the information of future classes. Knowing the purposes of the course evaluation, please fill out the forms honestly and fully. To preserve anonymity, please do not sign the questionnaire or identify yourself in any other way. If you are concerned about the anonymity of your responses you should submit your typewritten comments within five working days of the assessment done in class. Only after grades have been posted are the instructor and the Chair each given a copy of the statistical summary of the numerical responses and a copy of the comments.

Tips on Providing Feedback:

- Be specific and constructive with your comments
- Constructive comments help students and instructors identify/articulate learning needs

Helpful comments:

- Are presented in a way that you would want to receive them
- Describe your observations
- Include examples to illustrate your point (relate to yourself)
- Offer suggestions for improvement
- Personal attacks or non-specific comments do not help with improving courses and may even be hurtful to the person and the program
- Positive comments (e.g. something done well) are just as helpful in ensuring ongoing course improvements as negative comments

Comments directed personally at the instructor are disregarded in the Chair's evaluation of teaching performance and are considered unprofessional. Comments of a global, non-specific nature are not useful to instructors in making revisions to their courses. Knowing the purposes and uses of course evaluations, please complete them responsibly.

Copies of past course evaluations are available by viewing:

<http://www.ualberta.ca/AICT/TSQS/USRI.html>