

Supplementary Qualitative Course Evaluation Form

Instructions

In order to ensure that the supplementary course evaluations (see form below) have any value beyond personal diagnostic interest there must be a secure chain of possession accompanying their administration. Therefore, please note:

1. Distribution and collection in class must be in the hands of a volunteer student.
2. The collected evaluations must be placed in an envelope, sealed, and signed across the flap by you.
3. The front should be addressed with this information:
 - Your name,
 - Course no.
 - Semester,
 - Year,
 - Department of Transnational Studies,
 - 732 Clemens Hall
4. The sealed envelope with the evaluations must be delivered to the main office by the student (if the office is closed they can be pushed under the door).

Post-submission Rules

1. The secretaries, who will place the evaluations in a secure cabinet, have been instructed that you will **not** have access to the evaluations until **after** the last day of submission of grades.
2. Reading/analysis of the evaluations will always be conducted in the presence of the secretaries (to ensure that nothing is added or removed by any one).
3. Access to the evaluations at all times will be restricted to yourself, the Chair (and if necessary for official purposes, any of her/his designees).
4. Once the evaluations are submitted to the department, they will remain the property of the department.

SUPPLEMENTARY QUALITATIVE EVALUATION FORM

Department of Transnational Studies

Instructions

1. Much in the same way that you would NOT want any personal prejudices a teacher may have to interfere with his/her evaluation of YOUR work, please do not allow any personal prejudices you may have to interfere with an OBJECTIVE evaluation of this course. MOREOVER, do not allow your evaluation to be influenced by the grade you think you will receive in this course.
2. Do not write your name anywhere on this form.
3. This is NOT the university-wide UB evaluation form (the one that you have to complete online).
4. If a question is not applicable write 'N/A' on the response line.
5. In your comments do not use language that may be considered rude and unbecoming of an educated person.
6. Please write legibly—thank you!

1. Indicate teacher's name and course number (and/or title). **1(a). Teacher's Name:**

1(b). Course No. and/or title:

2. Indicate semester: Fall _____ Spring _____ Summer _____ 3. Indicate year: _____

4. Indicate your level of study: undergraduate _____ graduate _____

5. Indicate your year of study? 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____

6. How often did you attend this course (give a percentage estimate): _____ %

7. Was class held on all the days you went to class? YES _____ NO _____ 7(a). If you checked NO, explain:

8. Did the teacher, for the most part, begin and end the class on time? YES _____ NO _____ 8(a). If you checked NO, explain:

9. Were you given a syllabus for this course? YES _____ NO _____

9(a). If you checked YES, did it provide you with adequately detailed information on all the major aspects of the course? YES _____ NO _____

9(a) (i). If you checked NO, explain:

10. If you were shown audio-visual material (films, documentaries, etc.) did you find the material helpful in deepening your knowledge of some of the topics covered in this course? YES _____ NO _____ 10(b). If you checked YES, was there any particular AV material that you found really helpful?

11. From your point of view, did the teacher, for the most part, present and explain the course material satisfactorily? YES _____ NO _____ 11(a). If you checked NO, explain:

12. Did you ever have to meet with this teacher after class for anything? YES _____ NO _____

12(a). If you checked YES, was the teacher approachable, understanding, and helpful? YES _____ NO _____ 12(a)(i). If you checked NO, explain:

