

Department of Transnational Studies

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,
 - 1010 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!
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1. Indicate teacher's name and course number (and/or title).

a **Teacher's Name:**

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 _____

a **If you checked NO, explain:**

8. Did the teacher, *for the most part*, begin and end the class on time? YES _____ NO _____

a **If you checked NO, explain:**

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

Do not write your name anywhere on this form!

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

b **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** _____

a **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** _____

a **If you checked NO, explain:**

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

a **If you checked YES**, was the teacher approachable, understanding, and helpful?

YES _____ **NO** _____

b **If you checked NO, explain:**

13. University education is meant to broaden your mind beyond the narrow confines of your career objectives. **Regardless of whether or not the content of this course is directly relevant to your major**, and compared to other courses you have taken up to now, do you feel that this course has helped to enrich your mind/ life? **YES** _____ **NO** _____

a **If you checked YES, explain:** (check as many as apply):

_____ made me aware of important societal issues I did not know much about before;
_____ enabled me to acquire *critical thinking* skills (including a fiery passion for truth and justice; and a profound belief in the value of honest research);

Do not write your name anywhere on this form!

- _____ inspired me to become more informed about important social issues;
- _____ given me a better understanding of why things are the way they are in society today;
- _____ made me more perceptive of the world around me;
- _____ motivated me to consider doing a major/minor in the program to which this course belongs;
- _____ helped me to rethink some of my prior beliefs/opinions;
- _____ helped me to be more critical of what I learn from the popular media;
- _____ helped me to be more conscious of my civic responsibility to society; and
- _____ helped me to, generally, become a better person.

b If you checked **NO**, please explain below (item no. 19)

14. Without being vindictive or malicious, rank this **course** on a *1 to 10-point linear scale*, with “1” being one of the worst courses you have ever taken and “10” being one of the best courses you ever taken at this school.

Circle a number: 1 (one of the worst) - 2 - 3 - 4 - 5 (neither worst nor best) - 6 - 7 - 8 - 9 - 10 (one of the best)

15. Without being vindictive or malicious, rank this **teacher** on a *1 to 10-point linear scale*, with “1” being one of the worst teachers you have ever had and “10” being one of the best teachers you have ever had at this school.

Circle a number: 1 (one of the worst) - 2 - 3 - 4 - 5 (neither worst nor best) - 6 - 7 - 8 - 9 - 10 (one of the best)

16. How many *total* credit hours were you registered for this semester? _____

17. Did you hold a part-time or full-time job during this semester? **YES** _____ **NO** _____

a If you checked YES, *and it was a part-time job*, for how many hours per week did you work at your job? _____

18. If *you* were asked to teach this course what would you change, **if anything?**

19. Any further comments about this course *or* about this teacher? Please use an additional sheet, if necessary.

Do not write your name anywhere on this form!