

The Connecticut Community College System has enacted a faculty evaluation procedure. Ratings will be done for each class every semester. There are five different student rating forms, which vary by instructional setting. (See example on pages 8 and 9)

The Classroom Observation Form is also differentiated by classroom setting. (See examples on pages 10-13).

STUDENT RATING FORMS

Packets of rating forms are prepared each semester by the faculty secretary. **Faculty must return the completed packets within a three-week period.** Rating results are available to adjunct faculty early in the subsequent semester.

The instructions on how to complete the evaluation form are included in the envelope. Please read it carefully before giving to students. Write the CRN and date on the white board in the correct format: EX. CRN 01234 (write 0 before the listed CRN); Date 04/08/06

CORRECT

COURSE ID					DATE					
					MO.	DAY	YEAR			
0	3	5	6	9	0	4	0	8	0	6
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<i>WRONG</i>	<i>WRONG</i>	<i>WRONG</i>	<i>WRONG</i>
First block is always "0"	Incorrectly filled in		Blank

All forms to be completed in pencil only. Pencils are available in the faculty office if you need them. Please return after use.

Fill in circle for appropriate responses to questions on first page and written comments on reverse side.

Return in marked envelope to Room 111 – Learning and Student Development or to the front desk in Willimantic.

Please remember to instruct students on correctly listing the CRN!

STUDENT RATING FORMS' ITEMS FOR DIFFERENT INSTRUCTION SETTINGS

CLASSROOM	CLINICAL	LABORATORY	ESL	STUDIO
The instructor presents course objectives in a clear and understandable way.	The instructor helps students identify health care priorities in the clinical setting.	The instructor presents lab session objectives in a clear and understandable way.	The instructor has explained the objectives of this course clearly.	The instructor presents course objectives in a clear and understandable way.
The instructor conducts a well-organized class.	The instructor is well prepared for the clinical assignment.	The instructor is conducts a well-organized laboratory session.	The instructor organizes the lesson well.	The class is organized effectively using a combination of lecture, demonstration and individual instruction methods.
The instructor encourages me to think about the subject matter.	The instructor challenges and motivates me to learn and apply theory to clinical settings and procedures.	The instructor encourages me to think about applying the subject matter to laboratory activities.	The instructor creates learning activities which help students to think independently.	The instructor challenges and motivates students to work towards and to explore their full creative potential.
The instructor encourages students to participate in class and to ask questions	The instructor uses many methods to involve me in the daily activities at the clinical site.	The instructor encourages students to participate in laboratory discussions and to ask questions.	The instructor wants students to ask questions, to speak, and to participate in class.	The instructor encourages students to ask questions and participate in class critiques.
The instructor creates and atmosphere in class which promotes learning	The instructor helps us understand the relevance and importance of theory in the clinical setting.	The instructor challenges me to learn new theories and applications in a laboratory setting.	The instructor motivates students to learn and to their best.	The instructor establishes an atmosphere in which students are both challenged and nurtured.
The instructor provides assignments which help me to learn the subject matter of this course.	The out-of-clinical assignments contribute to learning.	The instructor provides laboratory assignments that are related to the course goals and enhance the course curriculum.	The instructor gives classwork and homework assignments which help me to learn English.	The instructor provides assignments that help students develop technical, aesthetic, and conceptual skills and understandings relating to the subject matter.
The instructor presents the subject clearly.	Directions for clinical assignments are clear and specific.	The instructor demonstrates enthusiasm for and interest in the subject.	The instructor presents the lessons in an interesting and clear way.	The instructor presents techniques and information concerning the subject clearly.
The instructor demonstrates enthusiasm for and interest in the subject.	The instructor displays enthusiasm for working in the health care field.	The instructor is actively helpful and accessible throughout the laboratory period.	The instructor likes teaching English.	The instructor demonstrates enthusiasm for and interest in the subject.
The instructor uses class time effectively.	The instructor helps us use our time efficiently.	The instructor provides clearly defined grading procedures and standards.	The instructor uses our time in class effectively.	The instructor uses class time effectively, moving between group and individual instruction.
The instructor provides clearly defined grading procedures and standards.	The instructor's grading system was clearly explained.	The instructor returns work completed by the student promptly.	The instructor has clearly explained the grading system for the course.	The instructor provides clearly defined grading procedures and standards.

STUDENT RATING FORMS' ITEMS FOR DIFFERENT INSTRUCTION SETTINGS

CLASSROOM	CLINICAL	LABORATORY	ESL	STUDIO
The instructor returns tests and graded materials promptly. The instructor provides feedback as to how well I am doing in the course.	The instructor regularly evaluates progress in achieving learning objectives.	The instructor provides feedback as to how well I am doing in the laboratory.	The instructor returns tests, compositions, and homework to the students within a reasonable time period.	The instructor promptly evaluates students' assignments.
The instructor is available for office hours and/or individual conferences.	The instructor provides frequent feedback on my progress.	The instructor is available for office hours and/or individual conferences.	The instructor makes helpful comments about my work in this course.	The instructor gives me clear feedback on what is successful and what needs further consideration.
The instructor treats students with courtesy and respect.	The instructor is readily available for consultation.		The instructor respects students.	The instructor treats students with courtesy and respect.
What have you especially liked about this course?	What have you especially liked about this clinical experience?	What have you especially liked about this laboratory experience?	What have you especially liked about this course?	What have you especially liked about this course?
What suggestions could you make to improve this course?	What suggestions could you make to improve the clinical experience?	What suggestions could you make to improve the laboratory experience?	What suggestions/new ideas do you have to make this a better course for future ESL students?	What suggestions could you make to improve this course?