

Teaching Evaluation Policies and Procedures

Department of Germanic Studies

1. Evaluation of Graduate Students by Instructors

Faculty members are required to submit written evaluations (in duplicate) of each graduate student in their course(s) at the time final grades are assigned. In situations where evaluations cannot be handed in with the final course grade, the deadline for submission is one week after the end of the semester. Evaluations of student performance are required not only for regular classes, but also for individual projects, such as in G815 and G820. Both copies are given to the graduate secretary, who places one copy in the student's file and gives the other copy to the student when s/he submits her/his evaluation of the course and instructor to the graduate secretary.

To ensure the integrity of the evaluation process, the policy for evaluations is such that students will not receive an evaluation from their professors until they submit an evaluation of the course and instructor. Likewise, professors will not receive copies of their students' evaluations until they have submitted evaluations of their students. The graduate secretary is the coordinator of this process and the official record keeper.

2. Evaluations of Graduate Courses and Instructors

At the end of each semester, all graduate students in Germanic Studies are asked to fill out an evaluation form for each graduate course they take in the department. These forms are distributed by the instructor to all students in each class. The forms need to be filled out in class and returned to the graduate secretary the same day. Because students write these evaluations under the protection of anonymity, the graduate secretary enters each evaluation in the computer and then destroys the handwritten originals. To protect anonymity further, the following policy is strictly adhered to:

- The instructor will have access to the word-processed hard copy of evaluations only after evaluations of student performance have been submitted. Conversely, students will have access to personal evaluations by the instructor only after their own course evaluations have been submitted.
- Even if a student expect to receive an initial grade of 'Incomplete', (s)he is still required to complete an evaluation in class.
- Because anonymity is impossible to preserve in the case of individual projects, such as G815 or G820, the student may prefer not to submit evaluations of instructor performance.

3. Evaluations of Undergraduate Courses and Instructors

At the end of each semester, all undergraduate students in Germanic Studies are asked to fill out an evaluation form (BEST form) for each undergraduate course they take in the department. These forms are distributed to all students in each class by a designated student after the instructor has left the room. The forms need to be filled out in class and returned after class to the undergraduate secretary by the designated student. The forms

are sent to BEST for computation and returned to the undergraduate secretary. Because students write these evaluations under the protection of anonymity, the undergraduate secretary enters all handwritten comments in the computer and then destroys the original BEST forms.