

## Student Evaluations – Group Secretary Instructions

1. Once each semester (Fall right after Thanksgiving Break; Spring a couple of weeks before the end of classes) the group secretaries distribute student evaluation forms. The exact timing is first cleared with the faculty member in charge of the course.
2. The group secretary goes into the classroom, distributes the forms to the students, and then collects the forms. In some of the larger classes the faculty member may prefer to distribute the forms and have the secretary pick them up at the end of class. You should work this out with the faculty member in advance
3. Forms are handled as follows:

Forms 1 and 2 are summarized by the individual group secretaries. A copy of the summary is given to the faculty member along with the original evaluation forms AFTER grades have been turned in. A copy of the summary only is given to Jordan Tillett. (If the instructor is a graduate student, a copy of the summary should also be given to the faculty member in charge of his/her course and to June Dizer. Jordan does not need a copy of graduate student evaluation summaries.)

Forms Physics I, II, and III are forwarded to the Bureau of Evaluative Studies and Testing (BEST), Franklin Hall M002. A “Multi-op Item Selection Form B” must be filled in and placed on top of each packet of evaluation forms. In the “Return to” section the group secretary’s name and address should be listed, not the faculty member’s.

Type up the comments BEFORE sending the forms to BEST. When the forms are returned from BEST along with a course tabulation sheet, the data should be formatted as on the attached samples. The course summary and the original forms should then be treated the same as Forms 1 and 2. That is, a copy of the summary is given to the faculty member along with the original evaluation forms AFTER grades are turned in, and a copy of the summary only is given to Jordan.

Please note: on all comment lists, student no. x in the first question should be student no. x in all other questions.

Forms:

1. Physics I: to be used in large lectures Q202, P101, P105, P110/120, P151, P201, P202, P221, P222, P300, P301. If P201, P202, P221, and P222 have two lecturers, two forms should be given to each student, one for each instructor. Prior to distribution, the forms should be labeled with the instructor's names so they can be separated before sending them to BEST.
2. Physics II: to be used in all labs that accompany the lectures listed in #1 above PLUS P106 and P108.
3. Physics III: to be used in all discussions that accompany the lectures listed in #1 above. This form should be distributed in the lecture. Students should be given a list of A.I.s and the times of the discussions so they will list the section number properly on these forms.
4. Form 1: to be used in lectures numbered P331 and higher (including both undergraduate and graduate courses)
5. Form 2: to be used in upper level lab courses P302, P309, P360, P430, P431, P432, P451, P551.