Online Course Evaluations via Class Climate
Overview and Schedule

Online course evaluation will be sent via Class Climate to students enrolled in courses during each term.

Per Senate Resolution #29-12/13 FAC, the following courses are exempt from evaluation:

- Enrollment of 3 or fewer students
- Thesis courses (numbered 490 or 690)
- Comprehensive examination courses (numbered 491 or 691)
- Baccalaureate and master's project courses (numbered 492 or 692)
- Senior and master's field, applied, and directed research courses (numbered 495 or 695)
- Independent study courses (generally numbered 199, 299, 399, 499, 599, 699 or 799)

Faculty teaching the courses listed above are permitted to request student evaluations as long as steps to ensure student anonymity are taken.

Course Evaluation Distribution Schedule for 2018/19

End of Semester Evaluations	**Fall 2018**	**Spring 2019**
Finals Week	December 10 - 14	May 13 - 17
Evaluation Period Length	2 weeks before	2 weeks before
Start Date	November 26	April 29
End Date	December 9 11:59 PM	May 12 11:59 PM
Student Reminder Sent **(reminder not sent if evaluation is completed)**	November 30 December 4 December 8	May 3 May 7 May 11
Instructor Reminder Sent with midway response rate	December 3	May 6
Results to Faculty Available **(day after grades are due at minimum)**	December 20	May 23

Best Practices for Encouraging Participation in Course Evaluations

- Make announcements in class before and during evaluation period
- Stress importance of feedback
- Build student confidence
    - Ensure students that evaluations are:
        - Anonymous
        - Kept confidential
        - Will not be submitted to faculty member until after grades are due
- Allot time during class sessions for students to complete evaluations
    - Evaluations can be completed on most electronic devices (laptops, tablets, phones, etc.)
        - If student does not have electronic device, please allow them to leave class and go to computer lab to complete evaluations
    - REMINDER: Faculty may not be present during evaluation