

INFORMATION on IEF and COURSE EVALUATIONS

Please view rather than print this information

Current dates can be found at *Important Purdue and Departmental Dates* on <http://www.math.purdue.edu/resources/gta>

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Course Evaluations

The Center of Instructional Excellence (= CIE) administers departmental instructor evaluations using an on-line system. Students and instructors are informed by e-mail from CIE close to the start of the *Course Evaluations* as to when *Course Evaluations* are available. Students' answers and comments are at all times anonymous but CIE sends reminder e-mails to students who have not filled out the *Course Evaluations*. The dates are posted at <http://www.math.purdue.edu/resources/gta> with the *Important Purdue and Departmental Dates*. The *Course Evaluation* questions are listed below.

Instructors have on-line access to their results and student comments on the Wednesday after finals week. CIE sends instructors e-mail with instructions. The Department receives the compiled scores (not the student comments) at the same time. You are strongly encouraged to save your results and comments since they might be useful when applying for jobs. To see both your *IEF* and *Course Evaluations* results, choose "Show All" from the drop menu in the "Survey" box.

CIE has run comparisons in some of Purdue's courses between the on-line system and the previously used paper evaluations and has assured us that the compiled scores are comparable but that on-line participation is somewhat lower. We still recommend that you announce *Course Evaluations* at least once to your students and encourage them to participate.

Informal Early Feedback

Spring (resp. Summer) rehiring decisions for TAs from other department and for Limited-Term Lecturers (= LTLs) as well as the assignments for all TAs and LTLs are made before the end of the Fall (resp. Spring) semester. Since *Course Evaluations* results for TAs and Limited-Term Lecturers as CIE are not available until after the end of the semester, the Department uses - in collaboration with CIE - an on-line *Informal Early Feedback* (= *IEF*) for TAs and LTLs.

The *IEF* takes (usually) place after the 7th week of the semester and over 10 day period determined by the midterm dates of the course. Students and instructors are informed via e-mail from CIE close to the start of their *IEF* as to when it will be available. Students' answers and comments are at all times anonymous but CIE sends reminder e-mails to students who have not filled out the *IEF*. The dates for the *IEF* are posted at <http://www.math.purdue.edu/resources/gta> with the *Important Purdue and Departmental Dates*. The questions of the *IEF* are listed below.

The Department receives the compiled scores (not the student comments) of the *IEF* shortly after its end date. Instructors have on-line access to their results and student comments on the Wednesday after final week. You are strongly encouraged to save your results and comments since they might be useful when applying for jobs. To see both your *IEF* and *Course Evaluations* results, choose "Show All" from the drop menu in the "Survey" box.

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Note

Participation rates for *IEFs* tend to be low. Since (together with classroom visit reports) they are key in making hiring and assignment decisions we urge you to strongly encourage student participation.

Overall, course averages do not vary much between similar *IEF* and *Course Evaluation* items though individual instructors' ones might vary a fair amount, especially with low participation rates.

The initial end of semester feedback e-mail is based on the *IEF* results and a second e-mail is sent if *Course Evaluations* depict a different picture from that of the *IEF* results as to what level of assignment an instructor is ready for.

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Course Evaluation questions

For recitation instructors*

Strongly Agree = 5, Agree = 4, Neutral = 3, Disagree = 2, Strongly Disagree = 1

- (1) My recitation instructor shows respect for me and the other students in this class
- (2) My recitation instructor is open to students' questions
- (3) My recitation instructor encourages an atmosphere where ideas can be exchanged freely and easily
- (4) My recitation instructor takes my views and comments seriously
- (5) My recitation instructor seemed concerned that students learn
- (6) My recitation instructor showed a clear understanding of the subject
- (7) My recitation instructor was well prepared and organized in class
- (8) My recitation instructor helped me understand the material
- (9) My recitation instructor gave quizzes that accurately assess what I have learned in this class
- (10) My recitation instructor was reasonably available to help students outside the class

Excellent = 5, Good = 4, Average = 3, Below Average = 2, Poor = 1

- (11) Overall, I rate this instructor as:

For instructors*

Strongly Agree = 5, Agree = 4, Neutral = 3, Disagree = 2, Strongly Disagree = 1

- (1) My instructor shows respect for me and the other students in this class
- (2) My instructor is open to students' questions
- (3) My instructor encourages an atmosphere where ideas can be exchanged freely and easily
- (4) My instructor takes my views and comments seriously
- (5) My instructor was well prepared and organized in class
- (6) My instructor gave clear and helpful explanations
- (7) My instructor was reasonably available to help students outside the class
- (8) My instructor gave exams which accurately reflect the course material
- (9) My instructor graded exams fairly
- (10) The book was clear and readable
- (11) The book's examples helped me complete the assignments
- (12) The course improved my mathematical skills and understanding
- (13) The course increased my interest in mathematics

Too difficult = 5, Somewhat difficult = 4, About right = 3, Somewhat easy = 2, Too easy = 1

- (14) The course was

Excellent = 5, Good = 4, Average = 3, Below Average = 2, Poor = 1

- (15) Overall, I rate this textbook as:
 - (16) Overall, I rate this course as:
 - (17) Overall, I rate this instructor as:
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Informal Early Feedback questions

For recitation instructors

Strongly Agree = 5, Agree = 4, Neutral = 3, Disagree = 2, Strongly Disagree = 1

- (1) My recitation instructor appears well prepared and organized in class
- (2) My recitation instructor is open to students' questions
- (3) My recitation instructor is concerned that students learn
- (4) My recitation instructor answers students' questions well
- (5) My recitation instructor gives clear and helpful explanations
- (6) My recitation instructor gives quizzes that assess fairly the material covered in class
- (7) My recitation instructor grades quizzes fairly
- (8) My recitation instructor communicates clearly what is expected from me on exams
- (9) My recitation instructor is helpful during office hour

Almost always = 5, Frequently = 4, Half the time = 3, Some of the time = 2, Almost never = 1

- (10) My recitation instructor shows respect for the students
- (11) The class shows respect for the recitation instructor
- (12) I attend recitation
- (13) I attend me recitation instructor's office hours

Excellent = 5, Good = 4, Average = 3, Below Average = 2, Poor = 1

- (14) Overall, I rate my recitation instructor as ...

For instructors without exam writing responsibilities

Strongly Agree = 5, Agree = 4, Neutral = 3, Disagree = 2, Strongly Disagree = 1

- (1) My instructor appears well prepared and organized in class
- (2) My instructor is open to students' questions
- (3) My instructor is concerned that students learn
- (4) My instructor answers students' questions well
- (5) My instructor presents examples similar to the homework and explains them well
- (6) My instructor gives quizzes that assess fairly the material covered in class
- (7) My instructor grades quizzes fairly
- (8) My instructor communicates clearly what is expected from me on exams
- (9) My instructor is helpful during office hour

Almost always = 5, Frequently = 4, Half the time = 3, Some of the time = 2, Almost never = 1

- (10) My instructor shows respect for the students
- (11) The class shows respect for the instructor
- (12) I attend class
- (13) I attend me instructor's office hours

Excellent = 5, Good = 4, Average = 3, Below Average = 2, Poor = 1

- (14) Overall, I rate my instructor as ...

For instructors with exam writing responsibilities

Strongly Agree = 5, Agree = 4, Neutral = 3, Disagree = 2, Strongly Disagree = 1

- (1) My instructor appears well prepared and organized in class
- (2) My instructor is open to students' questions
- (3) My instructor is concerned that students learn
- (4) My instructor answers students' questions well
- (5) My instructor presents examples similar to the homework and explains them well
- (6) My instructor gives quizzes that assess the material covered in class and grades them fairly
- (7) My instructor communicates clearly what is expected from me on exams
- (8) My instructor gives exams that assess accurately the material and grades them fairly
- (9) My instructor is helpful during office hour

Almost always = 5, Frequently = 4, Half the time = 3, Some of the time = 2, Almost never = 1

- (10) My instructor shows respect for the students
- (11) The class shows respect for the instructor
- (12) I attend class
- (13) I attend me instructor's office hours

Excellent = 5, Good = 4, Average = 3, Below Average = 2, Poor = 1

- (14) Overall, I rate my instructor as ...

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