

Policy and Procedure Arizona State University		Number SWK 315
Manual Social Work	Section Academic Policies	Page 1 of 1
Subject Student Evaluation of Courses	Effective 8/18/86	Revised 5/00

PURPOSE: To establish policy for student evaluation of courses

SOURCE: School of Social Work Faculty Council

APPLICABILITY: All faculty and students, School of Social Work

POLICY: Student Evaluation of Courses

- A. Every class shall have a formal standardized evaluation. It is the only guaranteed measure of faculty classroom performance. Students are encouraged to provide documented feedback so that faculty may be aware of strengths and areas necessitating change.
- B. The evaluation forms approved by faculty Council and rating sheets will be given by the faculty member to the student who has been designated to distribute and collect the forms and responses.
- C. The evaluation will be conducted at the start of either the next to last or last class session of the semester. In no instance shall evaluations be conducted during the time allocated for final examination.
- D. Sufficient class time (a minimum of twenty [20] minutes) will be allotted for completion of the evaluations.
- E. The instructor will leave the room as soon as the designated student begins the evaluation process and return upon the completion thereof.
- F. Provisions will be made by the instructor with the Director's office or designee for evaluation by students who may need assistance in completing the evaluation.
- G. Evaluation forms and responses will be placed in a sealed envelope and immediately conveyed by the student designee to the Director's office or, in the case of evening classes or off campus courses, to the designated site. The student designee must sign their name over the seal on the envelope.
- H. Evaluation results are conveyed to the instructor, the Director, Program Coordinator, the Personnel Committee, and the Dean of the College.