University of Hawaii at Hilo
Instructions for Administering the Course Evaluation Form

This packet include(s):

- ☐ Course Evaluation Form
- ☐ Perceived Teaching Effectiveness Form
- ☐ Instructor Prepared Written Evaluation Form
- ☐ Language Evaluation Form

To the Instructor:

1. Read the following to the class:
   Please only select one answer per question using a blue or black ink pen. The results of the course evaluation will be returned to me after the end of the semester, and after all grades for this course have been received by the Records Office. This evaluation is designed to provide feedback on improving this course and assessing my performance. Please provide thoughtful, independent, and honest responses to all the questions asked. When you have completed the evaluation, place your form(s) into this envelope.
2. Ask a reliable student to proctor the evaluation(s).
3. Please allow sufficient time for the evaluation(s) to be completed.
4. **Leave the classroom <u>before</u> the students begin**.
5. Be careful not to prejudice student reporting on the form(s) in any way (e.g. no treats).

To the Student Proctor:

1. Distribute form(s); verifying that each student has one of every form(s).
2. All form(s) must be returned to this envelope. The staff will not accept forms handed in individually.
3. Immediately after class, return the sealed and signed envelope to:
   - the Division Secretary (if before 4:30 P.M.) or
   - UH Hilo's Library Book Drop (if after 4:30 P.M.)
     **Division Office/Student Affairs will pick up the next morning*

Received by College/Division Office:		
Initials	Date	Time
Initials	Date	Time
Initials	Date	Time
Initials	Date	Time
Initials	Date	Time
Initials	Date	Time