

Instructions for Course Evaluations

Osher Lifelong Learning Institute

[Volunteer student administrator: Please read the italicized portion to the class]

Course evaluations are an integral part of maintaining the quality of the OLLI course program. Not only do they provide us with member feedback to courses, but they are useful for the instructor in improving future teaching. Therefore, evaluations for each course are mandatory. Evaluations are normally held during the 6th or 7th week of teach session. To maximize candor and fairness, it is important that the following procedures are strictly followed.

- Allow 10 minutes for the evaluation. The evaluation can be administered either at the beginning or towards the end of class, but during class time.
- The evaluation is administered by a volunteer class member. After turning over the envelope with the blank evaluation forms to the student, the instructor is to leave the room. When evaluations have been completed and returned to the envelope, the instructor may return if the class is to be resumed.
- The instructor should make no comments or remarks to the class about the evaluation other than to ask for a volunteer administrator.
- The volunteer administrator will seal the envelope with completed evaluations and return it to the OLLI office in the Professional Building immediately after class.

Thank you for participating in the evaluation process!