DIRECTIONS FOR VIEWING INSTRUCTOR COURSE EVALUATIONS

1. Log into *Academica*.
2. Under Resources click on *Student Resources*.
3. Next click on the *Schedule of Classes* link.
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4. The *Schedule of Classes* website appears.
5. Click on the *course/subjects* link.
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6. The List of Courses/Subjects screen appears.
7. Enter TERM (optional).
8. Click on a department name or subject area.

9. Click on course name.
10. Click on link **View Evaluations for COM 2010 Instructors**.

11. The **Summary Report Student View Questions** screen appears listing all the instructors teaching the course.

12. To view an individual instructor(s) report, click on the **instructor’s name**.
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13. The following is the **Individual Report Course Survey Summary** for the selected instructor.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Course</th>
<th>Call No.</th>
<th>Students Responding</th>
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**Organization/Clarity**
- To me, the instructor was clear and understandable in speaking and in written materials.
- Class sessions helped me understand the course content.
- I felt that the course was well organized.

**Instructor Enthusiasm**
- To me, the instructor seemed enthusiastic about the subject.
- The instructor encouraged me to do high quality work in this course.

**Group Interaction**
- I felt free to ask questions in this course.
- I felt encouraged to be an active participant.

**Individual Report**
- The instructor was available to me electronically or in person.
- I felt that the instructor treated all students in the class with respect.

**Breadth of Coverage**
- I felt that the instructor had good knowledge of the course content.
- The instructor discussed differing views about the material appropriate to the content.

**Examinations/Grading**
- Class expectations, requirements, and grading were explained in the syllabus and in class near the beginning of the course.
- I felt that evaluation and grading were fair.
- The instructor provided feedback on my performance within the time frame noted in the syllabus.
- The instructor's feedback on my work was helpful.

**Assignments/Readings**
- Course assignments (e.g., reading or other activities) contributed to my learning in this class.

**Workload/Difficulty**
- For me, the course was:
- I felt that the workload in the course was:
- I felt that the course pace was: