

Student Course Evaluation: Summer 2001 Instructions

A Student Course Evaluation Questionnaire (SCEQ) for this course is available for you to complete on the web. The SCEQ was designed to provide measures of an instructor's teaching effectiveness, and the results of this questionnaire may be used by committees or administrators as part of an instructor's teaching evaluation. Open-ended questions (the "Blue Sheets") are also included. The Blue Sheets were designed to provide direct feedback to instructors and will not be used by performance review committees.

Responses to both the SCEQ and the Blue Sheets will be completely anonymous and will be kept strictly confidential. Responses to the SCEQ will be summarized statistically before they are reported to the instructor. No identifier will be attached to your comments on the Blue Sheets. The SCEQ summaries and the responses to the Blue Sheets will not be distributed to the instructor until after final course grades have been processed.

In order for your evaluations to be processed, they must be completed on or before the date that grades are due for this course. To access the SCEQ and the Blue Sheet for this course, please go to the following web address: <http://my.umbc.edu/sceq>. Once there, enter the following information:

Username: (enter your username; if you don't have a UMBC email account, enter *sceq* in lower case only)
Password: (enter your password; if you don't have a UMBC email account, enter *summer* in lower case only)
SSN: (enter your SSN)
PIN: (enter your PIN #)

Please complete the following sections of the SCEQ for this course:

<input type="checkbox"/> General	<input type="checkbox"/> Seminar
<input type="checkbox"/> Lecture	<input type="checkbox"/> Field Work
<input type="checkbox"/> Discussion	<input type="checkbox"/> Self-Paced/Personalized Instruction
<input type="checkbox"/> Laboratory, Mathematics & Science	

If the course has more than one instructor, use the instructor information in the "Instructor Names" section to evaluate each one separately for the questions that have columns A, B, C, D corresponding to Instructor A, Instructor B, Instructor C, or Instructor D.

If you have questions or problems with the web form, please contact:

Tracey Musick, Office of Institutional Research
e-mail: musick@gl.umbc.edu; phone: 410-455-2111

Text to appear following login and before the questionnaire itself appears:

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Please note:

Be sure to scroll down below the SCEQ questions to answer the open-ended "Blue Sheet" questions.

When you have completed the SCEQ and "Blue Sheet" for the course, please be sure to click on the "Submit" button. Once you have submitted the forms for the course, you will not be able to go back and revise your responses.

Message next to "Submit" button:

Once you have submitted the forms, you will not be able to go back and revise your responses. Please click on "Submit" when you have completed the SCEQ and "Blue Sheet" for the course. Thank you.