

### Course Evaluation Script

Each semester, faculty offer students the opportunity to participate in a course evaluation process.

The purpose of the KVCC Course Evaluation gives me your thoughts on whether the course and learning goals in this class were reached. Your feedback will help the (name of department) improve the course and/or instruction for other students taking this class in the future.

- Your participation in this evaluation is very important but is entirely voluntary. There are no penalties for choosing not to participate.
- This evaluation is not a test and will not affect your grades in this class or any other class.
- You may skip questions that you do not want to answer.
- All your answers are anonymous and will remain confidential. We have no way to track your evaluation, or how you answered your questions. Your answers are private and I will not even see any data reports until after grades for this class have been submitted.
- It is really important that your answers are based on what you actually think...so please answer the questions as honestly as you can.
- If you have a question about the meaning of an evaluation question, do your best to answer it as I am not able to assist you with the evaluation and will not be in the classroom to answer any questions.
- For each of the questions on the evaluation, select the appropriate bubble that matches what you think. Please **completely** fill the bubble that best reflects your answer. You may use pencil or pen to fill the bubble.
- You will notice that the first 11 questions are standardized questions that you will see consistently as you complete other course evaluations at KVCC. (If applicable) The last five questions are questions that have been selected specifically for this course and may be different from the other course evaluations in your other classes.
- The evaluation will take 5-10 minutes to complete.
- Once completed, please hand the evaluation to \_\_\_\_\_. S/he will put the course evaluations into this YELLOW envelope and be responsible for dropping the sealed envelope in a secured lock box in this building. This process is meant to ensure your confidentiality and keep your answers private.
- Thank you!