Midterm Evaluation Guideline

1. Midterm evaluations are for instructor use only.
2. Midterm evaluations are available for 16-week courses.
3. New Course lists and request form templates will be sent to department coordinators week 2 and 4. These documents should be used to create both midterm and end of course evaluation request forms.
4. All surveys within a department will use the same questions for midterm evaluations. Custom questions are **not** allowed.
5. Coordinators should submit questions as MT1, MT2, etc in the “Question” column on the request form.
6. Departments may pick up to 5 of the following open-ended questions:
7. What about the environment, activities, and structure of this course are helping your learning? (MT1)
8. What specific suggestions do you have for changing the environment, activities, or structure of the course to better help your learning? (MT2)
9. What are some things that your instructor does well, e.g., something you hope that the instructor will continue to do in the class in the future? (MT3)
10. Do you have a suggestion(s) for improving the course (a criticism alone is not helpful; instead, provide some feedback that would help your instructor improve the course)? (MT4)
11. Is there any other feedback you would like to provide to your instructor(s)? (MT5)
12. Course submissions using the request form previously provided must be sent to IDP on/or before Friday of Week 4.
13. Evaluations will run Monday through Friday of Week 6 (depending on breaks during the semester). Reminders and response rate updates will be sent Wednesday and Friday.

Please contact IDP should you have any additional questions.