

INSTRUCTOR:

PLEASE READ Before you distribute the evaluations:

1. REMIND students to use a pencil.
2. Distribute the White Sheet and the Green Scantron to your students
3. PLEASE arrange for a STUDENT VOLUNTEER to return the completed evaluation forms to the Sociology Department, RT 1723.
4. READ the following:

Part 1 are the questions, and the green scantrons are your responses to those questions. DO NOT write your name on the scantron. You may write the course number, for example SOC 101 or SOC 250 or whatever course this is.

On the back of part one is your opportunity to critique me directly.

5. Faculty, please LEAVE THE ROOM.

After everyone is done, the student volunteer should collect all evaluation parts, and the pencils, and return them to the Sociology Department, RT 1723. Please direct any questions to the Sociology Department, 687-4500.