

Revised March 2006

Students should have the opportunity to evaluate all courses offered by the Music Department. The intent of these evaluations is to give the course instructor organized feedback from students on the content of their course and their method of instruction. The evaluation forms are meant normally to be viewed and used only by the course instructor, not by the Department or by the University. Faculty members can, of course, choose to share their evaluations with others, as they see fit.

These guidelines, and the evaluation form, may not be suitable for Applied Music courses. Studio instructors may wish to treat all of their students as a single course for evaluation purposes. Likewise, ensemble directors should treat their whole ensemble as a single course.

A course will normally be evaluated during its third-last or second-last week of classes. Evaluation will normally take place during class time; about 15 minutes should be allotted for the evaluation.

The Department has developed a Course Evaluation Form for use in these evaluations. Paper copies may be obtained from the Department Secretary; the file is also available, in PDF and MS Word (editable) formats, on the Department's Web site at [Academic Resources > Music Department Guidelines and Forms](#). Instructors may prefer to edit, supplement, or replace the Department's form with their own.

The following procedures should be observed in administering the course evaluation.

- The instructor should advise students, close to the date of evaluation, about when the evaluation is to take place, encouraging them to participate. The instructor should explain to the students the purpose and importance of the evaluation, the procedure that is being followed, and that their evaluations need not be signed.
- Along with the evaluation forms, the course instructor should obtain an envelope in which to place the completed forms. The envelope should have printed on it the course number and the instructor's name.
- In class, the instructor should assign the distribution and collection of the completed forms to a student. The chosen student should be instructed to place the completed forms in the envelope, seal it, and deliver it to the Department Secretary.
- The instructor should leave the classroom while students are completing the forms.
- The Department Secretary will hold the completed forms, sealed, until all grades for the course have been submitted to the Registrar. The Secretary will then release the evaluations to the instructor.