

Please Note: Course information at top of Envelope

**Spring 2015**

**Cullen College of Engineering - Teaching Evaluation**

**Monday, April 20 - Monday, May 4  
(Last day of Class is May 4, Monday)**

**Instructors:**

1. Please, conduct the entire evaluation in class during a single period. Allow ten minutes of class time for the evaluation to be completed.
2. Only students who are officially enrolled in course may fill out an evaluation form.
4. Students are not to begin until instructor leaves the room.

**Proctor (Student Distributing Evaluation):**

1. Distribute one Instructor Evaluation form to each student present.
2. Review the instructions on the Instructor Evaluation form with the class.
3. Please have students bubble Course Information.
4. Please put completed and unused Instructor Evaluation Forms back in the envelope.
5. Please, return the closed envelope with all forms as soon as possible to the Engineering Undergraduate Programs Office, E316-D3

**After 5 pm Take this Evaluation packet to the Engineering Computing Center  
and place in the drop box marked for Teaching Evaluations**

Proctor Please Print Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your assistance.**