
M E M O R A N D U M

DATE: March 25, 2015
TO: HRM Faculty
FROM: Kevin Simon – Director of Undergraduate Studies
RE: Teaching Evaluations – Spring 2015
CC: Mary Dawson – Associate Dean

Enclosed please find your Teaching Evaluation packet(s) (including the survey instruments and pencils) for Spring, 2015.

Please read and follow the guidelines below when administering the evaluation:

- Ask for a student volunteer in your class to pass out the evaluation forms to the class **after** you leave the classroom.
- Provide the student with the instructions listed on the back of this memo.
- Ask the student to bring the completed evaluations to Academic Services *immediately* after they are administered (Room 239-CHC).
 - For evening classes (classes that end after 6:00pm) ask the student you select to place the completed surveys in the envelope, seal the envelope, sign their name across the seal, and bring to the Hotel Front Desk.
 - For Sugar Land Campus classes, ask the student you select to place the completed surveys in the envelope, seal the envelope, sign their name across the seal, and bring to the Sugar Land Front Office mail slot, Room 119.
- Please read the following to the class before you leave:

“You will be given a student survey scantron and pencil. Please take the time to complete these evaluations honestly and fairly, as this is one of the best means we have to evaluate the job we are doing here at the Conrad N. Hilton College. Also, please take the time to complete the written comment section as this is often the most valuable information to us. When you are finished completing the survey, please place them in this envelope (show envelope to the class). The student volunteer will bring them to the Office of Academic Services. The results of these evaluations will be seen only **after** the course is completed and **after** all grades are recorded. Thank you.”
- If this is a crosslisted class please insure the student you select understands the need to place the appropriate scantrons in the proper envelope (undergraduate scantrons in the undergraduate envelope; graduate scantrons in the graduate envelope).
- After reading the above paragraph, please leave the room.

Please have your evaluations administered by **Friday, April 24**, and contact me should you have any questions or comments. Thank you.