

E3 MID-TERM EVALUATIONS

Formerly administered through the IRC, mid-term evaluations are now available on-line, making them completely confidential as only the instructor sees the final results unless they choose to send them to the IRC for a consultation. IRC evaluations ask students to provide detailed feedback regarding various aspects of the course, including the effectiveness of lectures, class discussion, group-work, and office hours; the instructor's classroom persona (encompassing such minute details as voice, body language, speech rate); assignment design; comments and grading; and, of course, student's own perceived contribution to the grade that they are earning thus far. Once completed, the results of the mid-term evaluations are tabulated and instructors receive both qualitative and quantitative feedback. Those instructors who have used IRC evaluations in the past have found them extremely useful in that they provide an anonymous forum for honest student feedback while there is still time to address students' constructive comments—and to enjoy their positive responses—in the context of the particular class that generates them. Follow these simple steps to set up your own mid-term evaluations:

1. Go to the E3 website: <http://eee.uci.edu> and log in using your UCI net ID (your e-mail address minus “@uci.edu”) and the password that you normally use to access your e-mail.
2. Choose “Instructor's Toolbox.”
3. Choose “Evaluations.”
4. Select either “Mid-term” or “End-term” evaluations for the course that you would like to have evaluated.
5. The program will give you a list of dates and ask you to choose a window of time during which your students will be able to access and complete the Mid-term Evaluations.
6. The program will also provide full instructions for your students (which you can conveniently copy and paste into an e-mail or print out and distribute) and it will allow you to check back during the designated time allotment to see how many students have responded.

In order to motivate students to complete the survey on their own time, it is advisable to offer them an “extra credit” point. You can verify student participation at the end when a list of respondents is offered separate from the comments and empirical data, thus maintaining student anonymity. At the end of the window, you can go to the program to receive the evaluation results, which will be in the form of numerical ratings, statistical data, and written comments. The program will also give you the option of sending a copy of the results to the IRC. If you would like to arrange a consultation to assist you in interpreting and addressing the feedback students have offered (or to schedule a free videotaping of your class for use in self-evaluation, or to place in a teaching portfolio), you may contact the IRC website (<http://www.irc.uci.edu>) or call the IRC at (949-824-8966).

As always, if you need further assistance or have questions, feel free to contact me at jkempff@uci.edu