

Course Evaluation Faculty Talking Points for the Classroom

- Access Instructions for students can be found on LETU's Course Evaluations website: <https://www.letu.edu/offices/provost/courseevaluations.html>
- Students' thoughtful and objective feedback is a highly-valued part of the teaching and learning improvement process at LeTourneau University.
- Surveys can be completed using a smart phone or computer.
- Surveys are open for approximately two weeks – students can log into CoursEval to see what surveys are currently active and when they will close.
- Student responses will remain anonymous and will be combined with the responses of the other classmates.
- Classes need minimum 3 students to be surveyed.
- Students are encouraged to refrain from providing identifiable information/statements in the comment boxes unless they specifically want to be identified with their comment.
- Faculty can show students a sample or preview version of the survey for their course. See instructions at <https://www.letu.edu/offices/provost/courseevaluations.html>
- If there are multiple instructors for a course (that have been confirmed with Institutional Research), students will be asked to evaluate each instructor separately.
- Survey results are released after Final Grades are submitted by faculty.
- Survey results are aggregated into a summary report. If students have questions about how the data appears, feel free to show students a prior survey report to demonstrate what you will eventually see. Instructions for accessing faculty reports can be found at <https://www.letu.edu/offices/provost/courseevaluations.html>

If you or students have questions not immediately covered in the resources, feel free to email OfficeoftheProvost@letu.edu