Communications

Communicating the value you place on student feedback will help ensure that you receive useful feedback and reasonable response rates. Let students know that both you and the faculty rely on their feedback on course offerings. Research shows that impact of feedback is a strong motivator for students to complete surveys; if you can, let students know about any changes you have made based on past student feedback.

A LEARN Announcement package has been prepared for easy import into your LEARN course and attached to the same email message as this document; contact Kathy Becker or Richard Li for support importing this into your LEARN course(s).

Survey Procedures

On *FIRST DAY OF SURVEY PERIOD*, send an email message or post the LEARN announcement to notify students that Engineering Course Critique surveys will be available from **SURVEY PERIOD**.

During the evaluation period, share the web address of the surveys frequently and ask students to navigate to the web page and log in using the same credentials as they use to access LEARN or Quest.

https://perceptions.uwaterloo.ca/ (*note: no "www"*)

Let students know that the survey must be completed in one sitting; if the session is closed without hitting the "Submit" button, responses will not be saved, and they will have to start over. Advise students that they can contact Kathy Becker in the event of technical difficulties.

Additional Survey Administration Information

- This is the first term that the questions being asked are different from past years. You can read about the process taken by UW to develop these questions or you can contact Sonya Buffone, Director of Teaching Assessment Processes, for more information.
- All student responses are anonymous; no identifying information is tied to responses. Through a system of encrypted tokens, the system sends an email reminder to those with evals remaining.
- When students log in, all available surveys for their current term courses will be listed.
- Written comments are reviewed during the student screening meeting; responses containing abusive or otherwise inappropriate commentary are deleted.
- Survey results are released at the start of the next term as follows:
  - **numerical data** will be available
    - to instructors, unit heads, and faculty administrators via the Engineering Course Evaluation Results interface (https://engevals.uwaterloo.ca), and
    - to students and other Engineering members via the EngSoc Course Critiques interface
  - **written comments** will be available to the course instructor on the survey platform
    - Engineering unit heads and faculty administrators **do not have access** to written comments

We are in the process of updating our online resources, but historical information is still available (login required).

If you have any questions, please contact
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