

## Course Evaluation Schedule - Winter 2

Dear LFGSM Winter 2 students,

LFGSM values your feedback to help us continuously improve, and encourages 100% participation in course evaluations. Based on instructor and student feedback, the course evaluation schedule for Winter 2 term is changing.

### SCHEDULE CHANGES:

- Evaluations will be opened to students on the morning of the Week 7 class meeting (Saturday of Week 7 for online sections).
- Evaluation open time has been expanded to 9 days.
- Evaluations will close at 12:00 Midnight on the **day after** your Week 8 class meeting (Monday of the next week for online classes).

Please refer to the schedule below:

If Your Section Meets:	Evaluation Opens Morning of Week 7:	Week 8 Class Meeting:	Evaluation Closes at 12:00 Midnight:
MON	MON 2/15	MON 2/22	TUE 2/23
TUE	TUE 2/16	TUE 2/23	WED 2/24
WED	WED 2/17	WED 2/24	THU 2/25
THU	THU 2/18	THU 2/25	FRI 2/26
SAT or ONL	SAT 2/20	SAT 2/27	SUN 2/28

### REVIEW OF EVALUATION PROCESS:

- On the day the evaluation opens, a personalized link to the course evaluation is sent to your LFGSM student e-mail address [studentusername@student.lfgsm.edu] from my e-mail address [jkueter@lfgsm.edu].
- One reminder message is sent midway through the 9-day period to students who have not completed the evaluation.
- Course evaluations can be accessed on mobile phones, tablets, laptops or desktop computers using the link in the e-mail.
- Student identities are kept anonymous from instructors on course evaluation reports.
- Course evaluation reports are sent to instructors after all grades are posted for the term.

Thank you for your cooperation and willingness to complete all course evaluations. Please contact me at [Jkueter@lfgsm.edu](mailto:Jkueter@lfgsm.edu), or 847.574.5224 with questions about the schedule change or process, or to offer feedback about the new schedule.

Regards,

**Jeanne Kueter**

*Manager of Institutional Research*