



Lake Forest

Graduate School of Management

STUDENT COMMUNICATION

Dear LFGSM Winter 1 Term students,

LFGSM values student feedback to help us continuously improve, and encourages 100% participation in course evaluations.

Here is the Winter 1 Term Course Evaluation schedule:

If Your Section Meets:	Evaluation Opens Morning of Week 7:	Week 8 Class Meeting:	Evaluation Closes at 11:00 PM Central:
MON	MON 12/5	MON 12/12	TUE 12/13
TUE	TUE 12/6	TUE 12/13	WED 12/14
WED	WED 12/7	WED 12/14	THU 12/15
THU	THU 12/8	THU 12/15	FRI 12/16
SAT or ONL	SAT 12/10	SAT 12/17	SUN 12/18

COURSE EVALUATION PROCESS DETAILS:

- Evaluations will be opened to students on the morning of the Week 7 class meeting (Saturday of Week 7 for online sections).
- On the day the evaluation opens, a personalized link to the course evaluation is sent to the LFGSM student e-mail address [studentusername@student.lfgsm.edu] from my e-mail address [jkueter@lfgsm.edu].
- Evaluations are open for 9 days.
- Course evaluations can be accessed on mobile phones, tablets, laptops or desktop computers using the link in the e-mail.
- One reminder message is sent on the morning of the Week 8 class meeting to students who have not completed the evaluation.
- We encourage instructors to allow 5-10 minutes of class time at the Week 8 class meeting for students to complete the course evaluation, if they haven't already done so. If you would like your instructor to set aside class time at the Week 8 class meeting, please ask him/her.
- Evaluations will close at 11:00 PM Central Time on the **day after** the Week 8 class meeting (Sunday of the next week for online classes).
- Student identities are kept anonymous from instructors on course evaluation reports.
- Course evaluation reports are not sent to instructors until after all grades are posted for the term.

Thank you for your cooperation and willingness to complete all course evaluations.
Please contact me with questions about the schedule or process.

Jeanne Kueter, Assistant Director of Institutional Research
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