STUDENT COMMUNICATION

LFGSM values student feedback to help us continuously improve. We encourage 100% participation in course evaluations. Here is the Summer Term Course Evaluation schedule:

<table>
<thead>
<tr>
<th>If Your Section Meets:</th>
<th>Evaluation Opens Morning of Week 7:</th>
<th>Week 8 Reminder Message:</th>
<th>Evaluation Closes at 11:00 PM Central:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON</td>
<td>MON 8/7</td>
<td>MON 8/14</td>
<td>TUE 8/15</td>
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<td>TUE</td>
<td>TUE 8/8</td>
<td>TUE 8/15</td>
<td>WED 8/16</td>
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<td>WED</td>
<td>WED 8/9</td>
<td>WED 8/16</td>
<td>THU 8/17</td>
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<tr>
<td>THU</td>
<td>THU 8/10</td>
<td>THU 8/17</td>
<td>FRI 8/18</td>
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<tr>
<td>SAT or ONL</td>
<td>FRI 8/11</td>
<td>SAT 8/19</td>
<td>SUN 8/20</td>
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</tbody>
</table>

COURSE EVALUATION PROCESS DETAILS:

- Evaluations will be opened to students on the morning of the Week 7 class meeting (Friday of Week 7 for Saturday morning and 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 personalized e-mail. Links to the evaluation are **not posted on the student portal**.
- 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).
- Evaluations **cannot be re-opened** once they have closed.
- Student identities are kept anonymous from instructors on course evaluation reports, and responses are not tied to identities.
- 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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