

March 23, 2020

Dear Students,

A reminder about and an update to the Spring 2020 course evaluation process follows:

The faculty teaching evaluation process will begin today, Monday, March 23, 2020 and end Friday, April 10, 2020. The purpose of the process is to elicit feedback on courses and course instruction. This is an important opportunity to provide feedback on your in-class experiences. Your input plays a vital part in realizing the College of Law's vision of "Pursuing Excellence in Learning, Professionalism, and Service".

Because Spring 2020 classes have moved to an online format, scheduling and administering this semester's course evaluations will not be managed by faculty support personnel. Instead, your course instructor will now schedule the course evaluation and inform you of the date and time the evaluation will take place. On that date and time, your instructor will begin the class, inform you that you have 10 minutes to complete the evaluation, step out of class, and rejoin the class after 10 minutes has elapsed.

The evaluation process is completed on-line. You will receive an email with the link and your log-in information. Although time is scheduled during class, you will be able to log-in and provide your feedback outside of the class scheduled time. Please note, an email will be automatically generated each day until you complete this process.

A few points of note:

- Standard statements/questions for your consideration and scoring are provided with additional space at the bottom if you wish to include any written comments.
- If your class is co-taught, you will be asked to complete evaluations for each instructor.
- Some faculty may choose to include supplemental questions. If so, the supplemental questions will be distributed separately, in hardcopy.
- If you need assistance completing the evaluation process, please contact Katie Lipp at kalipp@law.syr.edu.

Thank you in advance for your participation in this important process.

Regards,

J. Zachary Kelley

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