

Marquette University Course Evaluation Policy

Student evaluation of academic course experiences is an integral part of the Marquette University student learning assessment system and faculty members' annual performance evaluations. All university colleges and schools are required to administer an evaluation of courses and teaching on a regular basis. Effective fall term 2008, students will evaluate classes and instructors using a standardized course evaluation instrument in the Marquette Online Course Evaluation System (MOCES).

The general instrument used in MOCES consists of 15 closed-ended items and 2 open-ended student comment questions. The closed-ended items consist of 4 items specifically used for faculty evaluation since spring 2005 and 11 additional items designed to provide the instructor with useful formative data that can be used to improve student learning.

Expectations for Course Evaluations

1. Each term, every undergraduate and graduate class (lecture sections 101 – 399, 701 – 739, 801 – 839, 901 – 939) will be evaluated in MOCES with the following exceptions:
 - a. Courses offered in the Schools of Dentistry and Law.
 - b. Co-ops, independent study, individual research, internships, discussion sections, lab sections, thesis and dissertation hours, practicums, and study abroad place-holder courses.
2. All course evaluation forms will contain the 4 items used for faculty annual evaluation and promotion and tenure since 2005:
 - a. How was this class as a whole?
 - b. How was the content of this class?
 - c. How was the instructor's contribution to this class?
 - d. How effective was the instructor in this class?

The scale for these items is: Excellent (6), Very Good (5), Good (4), Fair (3), Poor (2), and Very Poor (1)

3. Course evaluations will be administered online during the last 2 weeks of class. If a session includes a final exam week, the evaluations will occur during the 2 weeks prior to the start of final exams. Each student will be sent information via his or her Marquette email address detailing how to access and complete course evaluations.
4. Course summary reports and student comments for each course evaluated will be available to faculty shortly after all course grades have been submitted to the registrar.
5. Department chairs and deans will have access to the course summary reports and student comments for instructors and courses in their departments.