SOCIOLOGY DEPARTMENT EVALUATION FORMAT

Evaluations must be brought in as a set each semester. Sociology has three groups: Lecturers, TA’s, and Faculty. Online data must be submitted to destest. These will be processed as three separate jobs. All evaluations must be dropped off at the same time. **Evaluations for the same semester that are dropped off at a later date, including data from online courses submitted separately, may not be included in the overall group statistics.**

1. Drop off evaluations at the front desk in the Testing Center, Mellencamp Hall, Room B28 along with a completed *Evaluation Processing Form* providing the requested information. Online data must be submitted in csv format and sent to destest@uwm.edu.

2. Envelopes should be clearly labeled with the instructor’s name and course number on the outside of the envelope.

3. The evaluations are separated by course. The first sheet is an X-5 answer sheet, which serves as a header sheet for the scanning process. It is important for this sheet to be filled out correctly with the instructor’s last name filled in **and** the course number and section number filled in the Identification field. The remainder of the sheet should be blank. Without this sheet, individual courses cannot be identified.

4. The following sheets are the answer sheets completed by students. These are X-5 answer sheets that are marked with the student responses for the questionnaire. **Sheets should all face the same direction.**

5. Statistical reports are produced and placed on Pantherfile for access.

Please plan on allowing three weeks for the processing of all evaluations. If the required/agreed upon format is not followed, the evals will be returned for correction. If there are minor discrepancies the process may take longer than the three-week turnaround time. If you are planning to change the format of your department evaluations you must contact Lisa Fugina in the Testing Center at 6388 the semester prior to implementation.

Thank you for your cooperation.