### Information for all Course Syllabi:

\*It is suggested that if you have a weekly assignment breakdown/calendar that you include these dates there as well, in hard copy and electronic forms as appropriate.

## **Evaluations (Fall & Spring)**

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on the Monday of the twelfth week of instruction [insert date] through the end of finals week by logging in to myUCA and clicking on the Evals button on the top right.

# **Evaluations (IEP: Fall & Spring)**

IEP LEVEL 1 and 2: It is important to evaluate your class and your teacher. UCA greatly values this process so we know students are learning and everyone is doing their job as best they can. Starting on Monday of the 5<sup>th</sup> week [insert date] log on to myUCA. Look in the top right corner and click on the Evals button. Make sure you are evaluating the correct class and correct teacher. This button will be there until the Sunday after classes are over.

# **Evaluations (May Intersession)**

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students can access their course evaluations by logging in to myUCA and clicking on the Evals button on the top right. Evaluations will be begin in May Intersession starting on the Monday of the third week of instruction [insert date] and be available through the Sunday after the final exam.

## **Evaluations (Summer I & II)**

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students can access their course evaluations by logging in to myUCA and clicking on the Evals button on the top right. Evaluations will be begin Summer I & II starting on Friday of the fourth week of instruction [insert date] and be available through the Sunday after the final exam.

## **Evaluations (Summer: 10 Week)**

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students can access their course evaluations by logging in to

myUCA and clicking on the Evals button on the top right. Evaluations will be begin on Friday of ninth week of instruction [insert date] and be available through the Sunday after the final exam.

# **Evaluations (Summer: 13 Week)**

a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students can access their course evaluations by logging in to myUCA and clicking on the Evals button on the top right. Evaluations will be begin on Monday of the eleventh week of instruction [insert date] and be available through the Sunday after the final exam.