EVALUATING SEMESTER PROGRAMS

The importance of understanding the outcomes of our off-campus programs is well documented. The purpose of this evaluation sheet is to explain how off-campus semesters will be evaluated as well as to present the options available to faculty for individual teaching evaluations.

* **PROGRAM EVALUATION**. The Off-Campus Programs Office at Calvin will electronically evaluate all off-campus programs. The purpose of this evaluation is two fold. First, to examine the learning outcomes of studying abroad and second, to improve the overall implementation of each program.
* **TEACHING EVALUATION FOR HOST COUNTRY ADJUNCT INSTRUCTORS**. Calvin will administer no formal teaching evaluations for indigenous instructors. Program Directors are encouraged to report on the quality of local instructors in their final reports. Strategies for assessing the overall quality of local classes and/or instructors include:
	+ For semesters where students have choices in terms of the classes they take at a local university, have students rate their classes and instructors by writing a 3 to 5 sentence review of the course. Students will use this list to identify potential classes to take in future semesters.
	+ Talk with students about their classes from non-Calvin professors. Ask students questions like those listed below. Use their answers to make some assessments in your final report.
		- What courses are you taking?
		- How would you rate your courses in terms of academic challenge and quality?
		- Are your professors able to convey the subject mater to you in ways that promote learning?
		- Are your classes challenging? Worthwhile?
	+ Devise a short evaluation form that you can have students fill out anonymously. Use this feedback for making some assessment in your final report. These evaluations should be destroyed prior to your return to Calvin.
* **TEACHING EVALUATIONS FOR CALVIN DIRECTOR**.
	+ For untenured faculty serving as Program Directors, teaching evaluations should be done. The provost office will contact each individual instructor to develop an implementation plan.
	+ For tenured faculty serving as Program Directors, teaching evaluations are not required; however, individual instructors can request to have their classes evaluated if they wish. Requests are to be made to the Provost’s Office (provost@calvin.edu).
	+ If requested, the Director of Off-Campus Programs Office will use the overall program evaluation to write a letter for the faculty member’s personnel file documenting their work throughout the semester.