

### **Class Evaluation**

Students will complete evaluations, after the instructor has excused himself/herself from the classroom.

1. A confidential secretary will handle the evaluation forms using the following procedure:
  - a. Pass out evaluation forms to students, to be completed immediately;
  - b. After students have completed forms, gather all evaluations, place them back in the envelope provided, and **seal**;
  - c. Return evaluation forms immediately to the office of the Dean of Instruction.

A confidential secretary will type evaluation summaries up. Copies will be submitted to the instructor.