

Instruction / 実施手順

Instructors will receive a packet of evaluation questionnaires and instructions during their class time within the period of evaluation survey. They should set aside about 15 minutes for the student evaluation at the end of their classes and write all the course titles (“kamoku mei”) and course codes (there could be several different codes for one course) as written on the front of the envelope on the board at the front of the room. They should then request that students complete the information as indicated on their evaluation questionnaires. This procedure will ensure that the evaluations will not be misdirected or confused with other course evaluations. Instructors should assure their students that their answers will be confidential. Kindly read the following instruction aloud to the students:

“The responses to this student evaluation will be examined by the TUFS Committee for Self-evaluation and Self-examination and will be used only for the improvement of the quality of course and teaching qualities. They will not be used for any other purposes. The responses to the questionnaires and an analysis of their content will be shown to the instructors after the final grades have been processed.”

Instructors must appoint one or more students to administer the distribution and collecting of the evaluation questionnaires and leave the room during the time in which the students are answering the questionnaires. In order to preserve the integrity of the system, instructors and teaching assistants must not handle, read, or otherwise inspect the contents of completed forms. The appointed student(s) will collect all the forms and place them in the collection envelope provided. Take the envelope to the location specified on it (go to the second page of this document).

必ず授業中に 15 分程度の時間を確保し、以下の手順でアンケートを実施して頂きますよう、お願い申し上げます。

1. 授業中にマークシートをお届けしますので、お受け取りください。

2. 受け取ったマークシートを学生に配付して下さい。

3. 以下の文章を読み上げて下さい。

「この授業評価アンケートは、本学の自己点検・評価活動の一環として、学生の皆さんの意見を今後の教育改善に結びつけることを目的に実施するもので、それ以外の目的には一切使用いたしません。アンケート全体の集計・分析結果と個別の授業に対する意見は、すべての成績が確定した後に、各教員に対してフィードバックする予定です。」

4. 封筒に記載された「調査コード」を板書し、マークシートの該当箇所に記入するよう、学生に指示して下さい。

※非正規生がいる場合は、該当する学生のみ調査コード「0000」を記入させて下さい。

※複数の調査コードが記載されている場合は、すべての調査コードと科目名を板書し、履修登録した科目名に対応する調査コードを記載するよう、学生に指示して下さい。

※履修登録した科目名が分からない学生に対しては、マークシートと一緒に同封してある「履修者リスト」を確認の上、科目名を教えてください。ただし、履修者が多い授業で、上記の対応では混乱が生じると判断した場合は、学生の自己判断で「自分が登録したと思われる調査コード」を1つ選んで記入するよう、学生に指示して下さい。

5. 教員が記入内容を見ないようにするため、任意の学生（1名あるいは複数名）を指名し、下記の手順でマークシートを回収するよう、指示して下さい。

① 記入済みのマークシートを回収し、余ったマークシートと一緒に封筒に入れて下さい。

② 封筒の口は閉めずに、封筒に記載された「提出場所」まで持って来て下さい。

6. 最後に記入漏れがないよう注意を促してください。また、学生がマークシートを記入している間は、教員は教室から退室して下さい。

Student Evaluation of Courses and Teaching at TUMS
for the Spring Semester 2014 (July 14 through July 18)

【Questionnaires】

1. Approximate level of your own attendance during the whole course.
(90% , 80-90% , 60-70% , 50% , less than 40%)
2. You participate actively in the course.
(strongly agree , agree , uncertain , disagree , strongly disagree)
3. The instructor described the course clearly in the syllabus.
(strongly agree , agree , uncertain , disagree , strongly disagree)
4. The instructor followed the class schedule given in the syllabus.
(strongly agree , agree , uncertain , disagree , strongly disagree)
5. The whole course was organized well enough for you to have a clear understanding of the content.
(strongly agree , agree , uncertain , disagree , strongly disagree)
6. You learned a lot from the course.
(strongly agree , agree , uncertain , disagree , strongly disagree)
7. The course was easy to understand.
(strongly agree , agree , uncertain , disagree , strongly disagree)
8. The course gave you an incentive to study.
(strongly agree , agree , uncertain , disagree , strongly disagree)
9. The instructor paid attention to students' level of understanding.
(strongly agree , agree , uncertain , disagree , strongly disagree)
10. The instructor seemed interested in the course.
(strongly agree , agree , uncertain , disagree , strongly disagree)
11. Explanations on the board and the instructor's presentations were clear.
(strongly agree , agree , uncertain , disagree , strongly disagree)
12. Lecture materials such as textbooks and additional teaching materials were appropriately and timely used.
(strongly agree , agree , uncertain , disagree , strongly disagree)
13. The instructor spoke clearly.
(strongly agree , agree , uncertain , disagree , strongly disagree)
14. The instructor did not cancel the class too often.
(strongly agree , agree , uncertain , disagree , strongly disagree)
15. The instructor started and ended the class on time.
(strongly agree , agree , uncertain , disagree , strongly disagree)
16. The instructor encouraged your active participations (questions and discussions) in the class.
(strongly agree , agree , uncertain , disagree , strongly disagree)
17. You are satisfied with the course as a whole.
(strongly agree , agree , uncertain , disagree , strongly disagree)
18. Please write your opinions and/or requests you may have about the course in the space below if you like.
Cases of harassment, however, should be reported to the Student Consultation Section.