

Online subject evaluations begin Tuesday, May 5

Over the past year, MIT has been moving its central subject evaluation system online and away from paper-based forms, which will be phased out by academic year 2010-11. This subject is one of approximately 250 that will be evaluated this term using MIT's new system, which will enable you to rate your subject's quality of teaching, assignments and resources. You can also provide your own comments on teaching and subject content, and include constructive feedback. (See the back of this flyer for tips on providing feedback.) Evaluation results are made available to instructors and department officials only after final grades have been submitted. Prior to the communication of these results, MIT and Kerberos IDs are separated from student responses to preserve anonymity.

What do you have to do?

Between Tuesday, May 5 at 9am and Monday, May 18 at 9am (the first day of finals), simply go to: <http://web.mit.edu/subjectevaluation> and click Take Evaluations. All questions are voluntary; it's OK to skip some. You can save part of your evaluation and complete the rest at any point within the response period. You can also go back and edit your answers until the response period ends. Once you've answered at least one question for each of your evaluations, you'll no longer get email reminders to complete them.

Who can take the online evaluations?

Students who are both registered for credit and have certificates installed on their web browser can take the evaluations for subjects which are participating in the online pilot. (Note: certificates require Kerberos IDs; if you don't have one or need more info, please see instructions on the back of this flyer.)

Where can you see the results?

Data from the online pilot subjects will be available to students and other members of the MIT community at <http://web.mit.edu/subjectevaluation/results.html>, beginning in June.

Why should you bother?

Because your responses are extremely useful to:

- *Your instructors*, to modify and improve the approach, pedagogy and content of the subject for the future, and to see what their students thought was most useful.
- *Departments*, for faculty promotion and tenure, accreditation, and, curricular changes, for example. Good evaluations can help your instructor receive raises, awards, promotions, and (for teaching assistants) jobs. If your instructor is untenured, he or she will need consistently good student evaluations to get tenure.
- *Your fellow students*, to guide them in their subject selections.

Thank You!

Your contribution to the improvement of MIT's teaching and curriculum and to the development of this important system for assessment will be much appreciated. The online subject evaluation system is being developed by a team from the Office of the Dean for Undergraduate Education and Information Services and Technology. If you have any questions, please contact us at se-help@mit.edu.

Over →

Evaluation Etiquette: How to Give Constructive Feedback

Be descriptive.	The book by Jones was very confusing and disorganized, and I didn't think it related well to the course material. More specifically, we were asked to read chapters 5, 8 and 11 but those were not mentioned on the syllabus.
Offer suggestions.	Could you please put less information on each PowerPoint slide, and use a bigger font?
Don't criticize things your teacher can't control.	It's not helpful to complain that the class is too early in the morning or that the classroom is too cold. Your professor probably has no control over these things.
Be polite.	Honesty is important, but there's no need to be mean. Instructors take evaluations very seriously, and it's extremely hurtful to receive nasty comments. Using the evaluation as a form of revenge against a teacher helps no one. Speaking your mind politely about a teacher's strengths and weaknesses is certainly helpful.
Be appropriate.	Thoughts of "Dude, take a bath!" and "You're hot!" are best kept to yourself rather than put down on paper. See The Golden Rule, below.
Explain what you liked about the class.	I really benefitted from the hands-on activities because they helped me learn the material.
Thank your teacher for the great class.	If you enjoyed the class, let your professor know by thanking him or her. This is one of the nicest things a student can say to a teacher.

The Golden Rule: Give feedback to your instructors as you would have them give feedback to you – be fair, thoughtful, deliberate and objective.

About Kerberos IDs

Kerberos IDs are necessary to obtain web certificates, which authenticate students on the MIT network so that they can complete evaluations online. For students who have an @mit.edu email address, the Kerberos ID is everything to the left of the @ sign; e.g., for smith@mit.edu, the Kerberos ID is smith.

If you do not have a Kerberos ID, follow these 3 steps:

1. You will need a 9-digit MIT ID number and an account coupon. As a registered student, you should already have your MIT ID. You can get your account coupon by stopping in the Student Services Center in room 11-120 (617-258-8600) or the Athena Accounts office in building N42 (617-253-1325).
2. When you have your account coupon, go to web.mit.edu/register and register for an Athena account (you'll need your 9-digit MIT number and account coupon). This will give you a Kerberos ID.
3. When you have your Kerberos ID, install certificates on your web browser from web.mit.edu/certificates.