MEMORANDUM

TO: Faculty

FROM: Dr. Andrew T. Carlington
Associate Vice President for Academic Affairs

DATE: April 25, 2007

SUBJECT: STUDENT EVALUATION OF INSTRUCTION SURVEY

The Student Evaluation of Instruction Survey will be administered to students on-line via the UMES internet website from Monday, April 30, 2007, through Friday, May 11, 2007. The information each student provides on her/his course survey will remain confidential, be reported in the aggregate, and be utilized by you and University administrators to provide high quality classroom instruction.

All students are to complete an evaluation for each course she/he is taking this semester. Please direct each student to access the Student Evaluation of Instruction Survey as follows:

1. Access the MY UMES link via the UMES Homepage.
2. Click the Evaluation of Instruction Survey link.
3. Login using your UMES Username and Password.
4. Follow the instructions to complete an evaluation survey for each course.
   For team-taught courses, an evaluation survey must be completed for each instructor.

Please take a moment to thank the students for their participation and if you need additional information you may contact me at extension 6508.

Thank you.

ATC: cm

Attachment: Student Memo