

PROVIDING CONSTRUCTIVE COURSE EVALUATION FEEDBACK: QUICK TIPS FOR GREATEST IMPACT

Constructive feedback is something you will be receiving and giving throughout your education and future career. Giving constructive feedback is a skill that is important to hone as it will reflect upon your professional reputation. While participating in course evaluation feedback is anonymous, it provides a valuable opportunity to practice and apply this skill while also assisting faculty to improve their teaching. Below are some key considerations when completing your course evaluations:

BE SPECIFIC WHEN OFFERING BOTH POSITIVE & NEGATIVE FEEDBACK

Remember that faculty need to know the aspects of the course that could be changed and also the positive aspects of the course that contributed to your learning. Additionally, when providing feedback about course content, material, or activities (both positive and negative), be as specific as possible and provide examples.

Instead of this...	Consider this...
Positive feedback (vague): The Canvas course site was well organized.	Positive feedback (specific): I appreciated that each week, the Canvas course site was structured the same way. All the readings, quizzes, and assignments were easy to find and the deadlines were clearly noted.
Negative feedback (vague): The lecture time too long and it was difficult to focus.	Negative feedback (specific): The lecture time was too long and included too many slides with a lot of text. It would have been helpful to include peer discussions or other activities to allow us to apply the information and to break up the lecture into smaller chunks.

RESPECT

Take your time to reflect and to be thoughtful of your responses, especially when providing feedback about challenging experiences. Specific things to keep in mind are:

- **Avoid personal attacks and/or casual use of potentially offensive characterizations or labels:** Focus on problematic behaviors and how these impacted your learning and/or the class environment. If appropriate, give examples of behaviors that you have experienced/witnessed yourself.
- **Consider your written tone:** Feedback should be honest and reflect your learning experience. Remember that giving difficult written feedback without the benefit of nonverbal communication cues (e.g., eye contact, facial expression, gestures) may come across more harshly than intended. Consider what it would feel like to be on the receiving end of your comments.
- **Bias:** We all have biases. Take time to reflect on your feedback to ensure it does not attribute dissatisfaction with the course based on inaccurate or stereotypical beliefs about the instructor's background.

Instead of this...	Consider this...
Personal attacks: The instructor was a loud mouth and rude. The instructor acted crazy half the time.	The instructor made some disrespectful comments in the class questioning whether we were smart enough to understand the material [provide example if appropriate], which made it difficult for me to focus on class, and I did not feel comfortable asking questions.
Tone: The instructor doesn't know what she is talking about - I can barely understand her with that accent.	The instructor speaks too quickly and that makes it difficult to follow; it would be better if they slowed down and used the microphone.
Bias: This instructor should not be assigned to teach this course again - they've never experienced any barriers to fully understand this population.	This instructor seems disconnected from the experiences of the populations we discuss in class - it would be helpful if they share their positionality at the start of the semester.