TO: World Language Institute Faculty

FROM: Audrey Nahabedian, Dean, Enrollment Management

 Fay Hourihan, Enrollment Management Center

 Ann-Marie Dodge, Enrollment Management Center

DATE: November 27, 2018

RE: Student Evaluations – Fall 2018

It is once again time to have students evaluate your class. As you know, the contract states that students must be given the opportunity to evaluate classes at the end of each semester. Please administer the evaluations today! **Evaluations must be completed and returned to the above locations by 5:00pm on Friday, December 14.**

Enclosed in the attached packet are the computer-scan evaluations and a set of instructions for your student proctor. Please have one of your students take the responsibility of passing out and collecting the evaluations. (In order to meet the terms of the agreement and to ensure student anonymity, please step out of the classroom while students are completing the forms.) After the evaluations are complete, the student proctor should put them back in the envelope and drop them off in one of the following locations:

**BEDFORD CAMPUS:**

 **PICKUP/DROP-OFF LOCATION**

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| --- | --- |
| Classes held in Academic Resources | \* Student Information CenterEnrollment Center, Bldg. 9 |

**LOWELL CAMPUS:**

 **PICKUP/DROP-OFF LOCATION**

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| Classes held in Cowan Center | \* Student Information Center, Lowell Cowan - Ground Floor |

 **PICKUP/DROP-OFF LOCATION**

|  |  |
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| Classes held in Pollard | Ann-Marie Dodge or Fay Hourihan, Pollard 301 |

**\*The Student Information Center hours are Monday – Thursday 8:30 am – 7:00 pm and Friday 8:30 am – 5:00 pm.**

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