

# DIRECTORS' EVALUATION OF COURSE SUPERVISOR

**Course Supervisor:**

**Term:**

code:

E	excellent
G	good, but some room for improvement
I	significant improvement needed
NA	not applicable

## I. Syllabus-related

	E	G	I	NA
1. Prepares syllabus for upcoming semester in a timely manner				
2. Carefully prepares and edits syllabus in accordance with guidelines provided by DBLP or ADBLP				
3. Communicates the need for any revisions and/or improvements for possible incorporation into future syllabi				

Comments: (optional)

## II. Exam (and ICW)-related

	E	G	I	NA
1. Organizes AI committees and provides them with useful and timely guidelines for creation of materials				
2. Submits first version by due date				
3. Follows guidelines carefully in preparing first version				
4. Carefully edits first version; very few errors				
5. Submits final version on time (to DLBLP or ADBLP; to Jane Drake), with all requested changes carefully incorporated				
6. Makes sure that the scantron answer key is double-checked for accuracy and submits same to Jane Drake <i>prior</i> to exam date				
7. Analyzes each scantron-style exam <i>after the fact</i> and notes any possible weaknesses in order to improve future exams; the analyzed exam is submitted to the DBLP or ADBLP who will keep the exam on file for future reference				
8. Reminds proctors (of DSS and make-ups) of their duties and carefully explains so that last-minute problems are avoided				
9. Turns in carefully revised Ancla/End-of-semester statistics in a timely manner				
10. Conducts any course-related workshops in an organized and thorough manner				

Comments: (optional)

### III. Instructor-related

	E	G	I	NA
1. Deals with problematic situations in a prompt, efficient manner				
2. Holds follow-up office visits with instructors soon after the observations				
3. Submits observations in a timely manner, with well-developed comments on instructors' strengths and areas for improvement				
4. Keeps DBLP or ADBLP informed regarding any unusual situations involving instructors				

Comments: (optional)

### IV. End-of-semester-related

	E	G	I	NA
1. Sets up ample check-out hours in a timely manner				
2. Shows an understanding of the check-out process and keeps that process moving smoothly				
3. Submits end-of-semester report in a timely manner				
4. Submits complete and carefully edited end-of-semester report				
5. Turns in end-of-semester statistics on time				
6. Edits end-of-semester statistics carefully before submission				

Comments: (optional)

### V. Other

	E	G	I	NA
1. Responds promptly to communications				
2. Works with DBLP or ADBLP to resolve problematic situations				

Comments: (optional)

\_\_\_\_\_  
Director of the Basic Language Progr.

\_\_\_\_\_  
Assistant Director of the Basic Language Progr.

Date \_\_\_\_\_

Date \_\_\_\_\_

**VI. Ancla-related (Director of Instructional Technology)**

	E	G	I	NA
1. Handles all scantron materials properly				
2. Communicates with System Administrator regarding any perceived problems with Ancla materials				
3. Provides carefully edited Ancla materials in a timely manner if requested				
4. Responds promptly to communications				
5. Works with Director of Instructional Technology to resolve problematic situations				

Comments: (optional)

\_\_\_\_\_

Director of Instructional Technology

Date \_\_\_\_\_

\_\_\_\_\_  
 The Directors and/or Assistant Director have discussed this evaluation with me. I have the following comments to make about this evaluation:

\_\_\_\_\_

Signature of Course Supervisor

Date \_\_\_\_\_

**\*\*\* After all signatures have been obtained, send this form back to the Director of Basic Language Program, who will make sure it is added to Department files.\*\*\***