

ONCE and TEA QUESTIONNAIRE

Graduate and Undergraduate ONCE Questionnaire

Please fill out this confidential course/instructor evaluation form. The information obtained from this form is very important. It will be used by the instructor to aid in course development. These results from this survey may also be used by the Faculty and University in retention and promotion decisions for both full- and part-time faculty. Accordingly, thoughtful and professional answers are requested. These forms will be returned to the instructor only after final grades have been submitted. Therefore, please feel free to comment on any matters that you feel may result in a better educational experience for future SSB students.

Core Institutional Questions (U1-U9)	Strongly agree	Agree	Somewhat agree	Neither agree or disagree	Somewhat disagree	Disagree	Strongly disagree
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U1	A comprehensive roadmap of the course (i.e. a syllabus or course outline, a breakdown with topics, assignments and exams etc.) was provided.
U2	The roadmap provided was mostly followed.
U3	Important policies and procedures (e.g., attendance, participation, missed tests, late assignments, contacting instructors, etc.) were stated in the course outline.
U4	The course materials (e.g., course kits, textbooks, readings, audio visual materials, lab manuals, websites, etc.) helped me achieve the course objectives.
U5	The course activities (e.g., lectures, discussions, simulations, assignments, exercises and presentations, etc.) helped me achieve the course objectives.
U6	The course tests/exams or final paper/essay were directly related to the course objectives.
U7	The course helped me grow intellectually.
	Was this course mandatory for you? Yes Yes, as a choice from a list of required courses No
	Approximately how many lectures/seminars/sessions of this course did you attend (physically or online)? All of them Almost all of them More than half About half of them Fewer than half of them

Course Specific Questions:

Please evaluate the following aspects of the **THE COURSE** using a 7 point scale In making your assessment compare this course to all others you have taken at University. Please fill in the number which best expresses your feelings:

Course (C2, C4, C5)	Strongly agree	Agree	Somewhat agree	Neither agree or disagree	Somewhat disagree	Disagree	Strongly disagree
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C2	The COURSE encourages critical thinking skills such as problem-solving definition, decision making, judgment, analysis and evaluation.
C4	The grading of assignments and exams was fair.
C5	When possible, the course materials and content represented a variety of perspectives reflecting diversity in context and literature.

Instructor Specific Questions:

Please evaluate the following aspects of **THE INSTRUCTOR** using a 7 point scale (#3839). In making your assessment compare this instructor to all others you have had at University. Please fill in the number which best expresses your feelings:

Instructor (I1-I7)	Strongly agree	Agree	Somewhat agree	Neither agree or disagree	Somewhat disagree	Disagree	Strongly disagree
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I1	The INSTRUCTOR was organized and well prepared.
I2	The INSTRUCTOR presented ideas and concepts clearly.
I3	The INSTRUCTOR showed enthusiasm for the subject.
I4	The INSTRUCTOR dealt effectively with student's questions and comments.
I5	The INSTRUCTOR gave adequate feedback about your progress in the course.
I6	The INSTRUCTOR created and maintained a classroom environment that was conducive to learning.
I7	The INSTRUCTOR provided a reasonable amount of time outside of class to meet with students (e.g. appointments, office hours).
I8	The instructor created an equitable, diverse, and inclusive environment, where I felt safe to contribute to the course knowing that my perspectives were relevant and valued.

Essay:

Please write answers to the following questions about **THE COURSE**:

- 11. What aspects of the COURSE did you like or dislike?
- 12. How could this COURSE be improved?

Please write answers to the following questions about **THE INSTRUCTOR**:

- 13. What aspects of the INSTRUCTOR did you like or dislike?
- 14. How could this INSTRUCTOR'S teaching style be improved?
- 15. What did the instructor(s) do well or not so well to maintain an equitable, diverse, and inclusive environment, to influence your comfort and safety in contributing to the class?

Welcome to the Seymour Schulich Teaching Excellence Awards!
Please complete the two questions below for each of your current instructors.

Seymour Schulich's vision for these awards is that the winners demonstrate excellence in:

- Knowledge of, and enthusiasm for the subject matter
- Exceptional teaching strategies and communication skills
- Positive student learning experiences
- Teaching innovation
- Responsiveness to student needs and concerns
- Question 1 – asks students to rate your instructor based on Seymour Schulich’s vision

Social responsibility is incorporated into these awards as follows:

- All students should submit their voluntary, personal rating of their instructors, based on their own experience and based on their own judgment.
- Self-promotion by an instructor is not permitted.
- Promotion of a specific instructor by a student is not permitted.
- Question 2 – Ethical Clearance asks whether the student’s response was free of inappropriate bias.

TEA	Strongly agree	Agree	Somewhat agree	Neither agree or disagree	Somewhat disagree	Disagree	Strongly disagree
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- 1) In your personal opinion, based on your experience in this course, do you believe this instructor should receive the Seymour Schulich Teaching Excellence Award?
- 2) Ethics Clearance - Has anyone attempted to bias your response to the question above?
Yes
No