

TIPS for PROVIDING HELPFUL FEEDBACK in SET COURSE and TEACHING EVALUATIONS

- * **Your feedback provides really important information that helps teachers to improve the course and its delivery for future students.**
- * Don't forget to complete evaluations before the closing date! Teachers and course coordinators do want to hear your views on the course.

Be constructive!

- * Comments that are directly related to your learning experience will really increase the value of your feedback.
- * Using **improper language** or including **personal comments about an individual** is highly inappropriate, and will undermine your feedback.
- * **Abusive or threatening comments** are **unacceptable**. SET evaluations are **confidential**, and the identity of individuals will never be revealed in normal reporting processes. However, the University has a commitment to ensure all members of its community are treated with dignity and respect. Students who use SET to comment about individuals in a way contrary to this commitment may be subject to disciplinary proceedings.

See: [Prevention of Bullying, Harassment and Discrimination Guidelines](#).

~~racism
sexism
ableism
ageism
homophobia
transphobia~~

**ZERO tolerance
for discrimination**
He wāhi whakatoihara kore

Our University

- ✓ safe
- ✓ inclusive
- ✓ equitable

Be specific!

- * You can provide great examples of how you think your teacher or the way the course is organised has helped (or not helped!) your learning.
- * Specific, constructive, feedback is helpful whether it is constructively critical, or positive.

NOT helpful...

'The class discussions were great.'

Helpful...

'The class discussions really helped me to understand the more difficult concepts and the teacher made us feel comfortable and encouraged everyone to contribute.'

Practice makes perfect - Being able to provide constructive, specific and considered critical or positive feedback is a valuable skill. Practising this approach in SET evaluations can help you in your future work.