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. The University has a commitment to ensure all members of the University community are treated with dignity and respect.
  See: Prevention of Bullying, Harassment and Discrimination Guidelines.

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.