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.