“Hello, everyone. My name is ____________ and I work in _________________.

“We are looking to substantially improve the process of conducting course evaluations. So this semester we are conducting course evaluations in class to try to increase the response rate. Evaluations are worthwhile and are used for many important purposes at UNLV. Also, great efforts have been made to protect your anonymity. No individual can ever be singled out.

“Please take out a mobile device, tablet, laptop, etc., and go to your RebelMail. There should be an evaluation for this course already there.

“If you’ve already completed the evaluation, please be considerate of your classmates as they complete the evaluation. And please be considerate if you finish early.

“I’ll give you about 10 minutes to complete the evaluation. Please provide thoughtful responses to the evaluation items. If you encounter problems, please let me know.

(Watch the clock and give the class about 10 minutes to complete the evaluation. With about 5 minutes left, remind those who finish early to be considerate of their classmates as they continue working on the evaluation. When time is up, read the last few lines.)

“If you didn’t finish, the evaluation period will remain open for several more days.

“Thank you for your time and effort.”

(If students do report problems that you or the other classmates can’t fix, then note the students e-mail address and the problem and send the information to kuch@unlv.nevada.edu)