SAGES/Writing Program Instructor Course Evaluations

Each semester, SAGES administers program-specific course evaluations in all of its seminars. This evaluation process includes several questions specifically about writing instruction, and the students’ responses are collected and returned to writing faculty after the end of the semester.

In addition, SAGES students complete standard CWRU course evaluations electronically, as they do for all of their courses. Starting this academic year, SAGES will work to ensure that Writing Faculty serving in collaborative model appointments are listed as “Instructors of Record” in the SIS system as soon as those assignments have been made. This will mean that enrolled students will receive end-of-semester CWRU course evaluations for both seminar leaders and writing faculty in these courses. These evaluations will be available via http://its-services.case.edu/course-evals/report-course.

Implementation – AY 2012-13

In order to ensure that SAGES seminar leaders understand this new policy before it is implemented, in Fall 2012, SAGES will ask all seminar leaders who are using collaborative model writing instruction for permission to submit their writing faculty members’ names to the Registrar as Instructors of Record.

Starting in Spring 2013, SAGES will automatically submit the names of writing faculty providing collaborative model instruction in SAGES seminars to the Registrar so that they may be listed as “Instructors of Record” in the SIS system.

For writing faculty providing consulting model instruction in SAGES seminars (and for writing faculty providing collaborative model instruction in Fall 2012, but whose seminar leaders do not give SAGES permission to add them automatically as Instructors of Record), the decision about adding writing faculty names to the course evaluations can be made during the weeks prior to the opening of course evaluations for student feedback each semester.

Instructors of Record receive instructions via email (approximately during the week after mid-term) on how to add additional names to the course evaluations. We recommend that all writing faculty have conversations with their seminar leaders about this process, especially if their contributions to the seminars are significant enough for students to accurately evaluate them using the standard CWRU course forms. Any of the Writing Program Administrators would be happy to discuss strategies for this conversation with interested writing faculty.