

## Recommendations for dealing with course evaluation results

### Report regarding course evaluation results for instructors:

Enclosed with this letter is a detailed evaluation of survey results for your class. Such a detailed report (with an evaluation of each individual question) is only sent to you personally and to the dean of studies in your faculty once the end date for the survey has passed. This report is to serve as feedback from students and help you to reflect on important aspects of the teaching and learning process as well as recognise possible ways to develop your course. We recommend that you discuss these results in an appropriate manner with students during your class. This type of feedback allows for comparison of potentially different instructor and student perspectives on the course.

### Putting the results in perspective

Good evaluation results may be understood as confirmation of the high quality of your teaching and demonstrate that it is perceived positively by students. Should you also receive less positive feedback, it makes sense to take context variables, for example, the teaching space conditions or the number of participants into consideration when interpreting the results and include these in discussion with students.

### Questions regarding student workload

An appropriate workload is a central element of studiability. Therefore, it is important to review whether workload was planned appropriately and if students were able to carry it out accordingly. The assigned number of credit points are a key indicator for how to estimate workload.

### Discussing results in class

You should discuss each evaluation result concretely with students during a feedback session. During this, you should pick up on specific aspects of the evaluation that you would like to discuss and ask the students for additional comments. Highlight issues that can be resolved in the current semester as well as elements of your teaching that have a particularly positive effect on your students' learning. You should ask students for as specific and objective feedback as possible and allocate sufficient time for this during the class.

The following feedback rules are recommended as the foundations for a productive feedback session:

- Name and present specific situations
- Present criticism in the "I" form (I find it shouldn't be.../ I would find it better if...)
- Give specific tips: How can it be done better?
- Criticism should not be personal, but relevant and constructive and given by providing concrete details, for example: What exactly was the students' perspective based on?

To make it clear to students that they are also responsible for a successful class, you should provide them with feedback, too.

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An ideal approach for a feedback session could look something like this:

1. Make the aims of the feedback session clear for students and ask for their support
2. Explain the approach as well as feedback rules
3. Use the profile lines here for a more effective visualisation of results.
4. Moderate the session through targeted questions
5. Be careful not to justify yourself
6. Write down all student suggestions (this shows appreciation for contributions)
7. Draw a conclusion: What can you and do you want to implement? What not?
8. Thank students for their feedback and suggestions

Should you wish to make changes to future courses based on evaluation from the students, it may be useful to discuss your experience with colleagues.

### **More information and opportunities for further training**

If you would like to take a closer look at the evaluation results and, if necessary, develop conclusions for your teaching, you are welcome to consult the university didactics department (Hochschuldidaktik und digitale Lehrentwicklung) at the University of Freiburg. The department offers both individual advice and further training courses on various teaching-related questions and topics.

Your contact person is

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You can find further information regarding quality management in degree programmes and teaching as well as evaluation approaches (procedure, surveys, reporting and contacts) at:

<https://www.qmlehre.uni-freiburg.de/qualitaetsmanagement-in-studium-und-lehre>

Contact: [Evaluation@eval.uni-freiburg.de](mailto:Evaluation@eval.uni-freiburg.de)