

Guidelines for conducting mid-term and final evaluations of courses under the Board of Studies at the School of Culture and Society

Introduction:

The guidelines are intended to clarify and make explicit the general guidelines for course evaluation at the School of Culture and Society adopted in June 2024 (see:

https://studerende.au.dk/fileadmin/studerende.au.dk/Arts/Studienaevn/Kultur_og_Samfund/Evaluering_og_retningslinjer/Guidelines_for_Course_Evaluation_at_the_School_of_Culture_and_Society_12.06.2024.pdf).

It states that the purpose of the School's evaluation policy is to contribute to:

“ensure and enhance the quality of individual teaching and supervision activities to promote student learning outcomes and guarantee research-based education through shared academic reflection between teachers and students.”

Both mid-term and final evaluations should focus on the quality of the programme and contribute to *“increase students' awareness of and reflection on their own learning relative to the learning objectives for each course”*. In the dialogue with the students, the teacher should make it clear that the evaluation and its procedure are therefore *not* intended as an invitation to evaluate the teacher as a person.

Procedure:

1) The teacher must state in the course plan during which lessons the mid-term and final evaluations will take place. All degree programmes must have an oral mid-term evaluation.

2) In the first lesson, the teacher and the students align expectations. It is the teacher's responsibility to ensure that the presentation of the course objectives, form and content covers all the points mentioned in section 1.1. Re 1. in the School's general guidelines.

3) The teacher notifies the students about the mid-term evaluation in the lesson preceding the evaluation. He/she encourages the students to reflect before the evaluation on the themes that were covered in the initial expectation setting, and on the questions that according to point 1.2. Re 2. in the School's general guidelines should be covered in the oral mid-term evaluation. The class and the teacher may also discuss which of the recommendations for how to conduct the evaluation mentioned in point 1.2. Re 2. they find particularly relevant. Students must be given the opportunity to choose a spokesperson who, if desired, can present the students' views at the oral mid-term evaluation.

4) The link to the form used for the written evaluation must be made available in Brightspace at least three days before the penultimate lesson. Time should be set aside during the lesson for the students to complete the evaluation form. The deadline for completing the form must be shortly after the penultimate lesson, allowing the teacher to make the results and comments available to the class in sufficient time for both parties to prepare for the discussion of the results during the last lesson. Before completing the form, students are being informed that their comments will be available to the whole class and that they should therefore keep a constructive tone and avoid personal attacks.

5) Students are encouraged to select a spokesperson (may be the same as the one in the mid-term evaluation), who can present points of criticism on behalf of the class during the last lesson, as well as formulating the comments that the students wish to make in the written final evaluation.

6) During the last lesson, sufficient time is set aside for a thorough discussion of the results of the evaluation. The focus should be on which aspects of the course particularly supported and inspired learning, and what experiences the teacher can use in the further development of the course. The discussion should also consider how the agreements made during the mid-term review have been followed up upon. The teacher must emphasise to the students in the class that all evaluation material (including individual feedback and final evaluations) is for purely internal use within the class and the Degree Programme Board (UN).

7) No later than one week after the last lesson, the teacher, in collaboration with a student representative, prepares a written summary using the common template for the Board of Studies at the School of Culture and Society and the Board of Studies for Theology (*see table below*). The summary must be signed by both the teacher and the elected student representative, who must agree on the wording of the text. The summary is posted in Brightspace for the team's information before it is sent to the chair of the UN.

8) The UN level decides whether the comments in the written evaluation should be sent to the UN chairperson. Sensitive comments, e.g. criticism of named students or visiting teachers, must be anonymised (deleted) by the teacher before the evaluation and comments are being forwarded.

TEMPLATE FOR FINAL EVALUATION NOTE

Approved by the Board of Studies at School of Culture and Society, the Board of Studies for Theology and the Head of Studies at School of Culture and Society, 25 November 2024

Final evaluation note for courses at the Department of XX

The completed evaluation note must be sent by email to the Chair of the Degree Programme Board (for Theology to the Chair of the Board of Studies) by the 30 May (in spring semesters) or by 20 December (in autumn semesters).

The name of the teacher:

Semester:

Course name and degree programme:

Official number of registered students/number of participants in the Brightspace evaluation: xx/yy

(If possible and desired, the teacher can add information about the number of students actually participating in the course to avoid including 'ghost students')

1. Summary of the final evaluation, including issues mentioned during the discussion of the evaluation results, with particular focus on what went well and what can be improved:
2. Comments which the students wish to include:
3. Comments by the teacher:

Date:

Student representative

Teacher