6.042 Evaluations

Modified from Harvard Medical School material

Student homeworks will be reviewed and commented on by tutors. Tutors will not assign a grade to the homeworks but instead will provide written feedback about the work. The feedback should address all aspects of the work: technical, English, clarity, etc. Students will be asked to leave wide margins on their work for feedback.

Approximately one week before each of the three exams, every student will be asked to fill in a self-evaluation sheet. In addition, every tutor will prepare a tutorial evaluation report for each of his/her students and provide oral feedback in one-on-one meetings.

Tutors are responsible for promoting a professional and positive learning environment for their students. Tutors' evaluations of students' homeworks and tutorial participation can affect students' final grades by as much as one letter grade. Consequently, tutors assume a large responsibility for ensuring that students are dealt with fairly and objectively. This power must not be abused, especially if there are personality conflicts (or attractions) between the tutor and student. In the words of Abraham Lincoln,

> *Nearly all men can stand adversity, but if you want to test a man's character, give him power.*

Tutors must exhibit high character and hold their egos in check.

Student self-evaluation

Name:

Tutor:

1. **Preparation for tutorial sessions**

   Please comment on the time spent in preparation, the resources that you use, and the people with whom you consult to follow up on topics that arise in tutorials. Do you feel that you are adequately prepared for most tutorials?

2. **Participation in tutorial sessions**

   Do you consider yourself an active participant in the tutorial sessions? Describe your level of participation. Do you feel that you are developing or improving any particular skills as a result of your participation in tutorial? If yes, please summarize them.

3. **Interactions with other members of the tutorial group**

   Do you feel that your comments and questions promote the learning process of the group? Do you try to make other members of the group comfortable in expressing their own questions and opinions?

4. **Technical proficiency**

   How well do you think you are mastering the material of the course? What specifically are your strengths and weaknesses?

5. **Quality of instruction**

   Please comment on the strengths and weakness of the lecturers and your tutor. What aspects of the course instruction have you found most helpful? What needs improvement? Please be as concrete and specific as possible.

Tutorial evaluation report

Student:

Tutor:

Tutorial grade: ("satisfactory" or "needs improvement")

Tutorial performance

Please evaluate the student's performance for each of the following competencies. Use the grades "satisfactory" or "needs improvement."

Knowledge acquisition

- Puts in a good effort on all homeworks
- Comes to tutorial rested and prepared
- Contributes resources and knowledge to group discussion
- Learns aggressively
- Seeks help when needed

Problem solving

- Adopts reasonable and creative solution strategies
- Organizes his/her thinking on paper
- Executes technical methods quickly and accurately
- Checks work

Technical writing

- Provides clear and concise answers
- Reasons in an organized and logical manner
- Writes good executive summaries
- Includes diagrams and worked examples, where appropriate
- Adopts clear mathematical notations
- Is neat and uses proper grammar, punctuation, and spelling

Personal and interpersonal development

- Participates punctually, regularly, and cooperatively in lectures and tutorial
- Speaks clearly and logically
- Listens with openness and empathy to others
- Treats others with sensitivity and respect
- Adopts a positive team attitude towards problem solving and learning

Please write a paragraph summarizing the student's performance, specifying strengths and suggestions for improvement. Please comment in as much detail as possible.

Suggestions for feedback

The most useful evaluation summaries

- describe specific behaviors;
- avoid broad generalizations;
- include real examples;
- reflect growth observed during course;
- contain no surprises, but build on issues previous discussed with the student;
- are based on observations, not inferences.

Feedback sessions are most effective when the tutor

- strives to protect the self esteem and personal worth of the student;
- asks the student to assess his/her own performance;
- shares his/her assessment and written comments with the student;
- invites the student to agree or disagree with these comments;
- asks the student to propose specific actions for remedying his/her deficiencies;
- solicits feedback on the tutor's own performance.