

## TIPS for PROVIDING HELPFUL FEEDBACK in SET COURSE and TEACHING EVALUATIONS

- \* **Your feedback provides really important information that helps teachers to improve the course and its delivery for future students.**
- \* Don't forget to complete evaluations before the closing date! Teachers and course coordinators do want to hear your views on the course.

### Be constructive!

- \* Comments that are directly related to your learning experience will really increase the value of your feedback.
- \* Using **improper language** or including **personal comments about an individual** is highly inappropriate, and will undermine your feedback.
- \* **Abusive or threatening comments** are **unacceptable**. SET evaluations are **confidential**, and the identity of individuals will never be revealed in normal reporting processes. However, the University has a commitment to ensure all members of its community are treated with dignity and respect. Students who use SET to comment about individuals in a way contrary to this commitment may be subject to disciplinary proceedings.

See: [Prevention of Bullying, Harassment and Discrimination Guidelines](#).

### Be specific!

- \* You can provide great examples of how you think your teacher or the way the course is organised has helped (or not helped!) your learning.
- \* Specific, constructive, feedback is helpful whether it is constructively critical, or positive.

#### **NOT helpful...**

*'The class discussions were great.'*

#### **Helpful...**

*'The class discussions really helped me to understand the more difficult concepts and the teacher made us feel comfortable and encouraged everyone to contribute.'*

### Practice makes perfect

- \* Being able to provide constructive, specific and considered critical or positive feedback is a valuable skill. Practising this approach in SET evaluations can help you in your future work.