

<b>LEC</b>	Evaluation Form <b>(GENERAL + ELD)</b>	<b>Total Questions</b> <b>13 + 4 + 4</b>
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**\*\* TE** = Teaching Effectiveness; **CM** = Course Management; **SE** = **Engagement** with students in and outside Class time

<b>A.</b>		<b>Instructor's Teaching Evaluation: The instructor...</b>	<b>Number of QS = 13</b>
#	**	Question	Attributes
1	CM	Starts and ends class on scheduled time	Punctuality/Time Management
2	TE	States the objective and what is to be covered in class	Lecture Content/Objective
3	TE	Gives enough and useful assignments /exams that enhance student's learning	Course Work, Learning
4	CM	Utilizes the whole class time effectively	Class Time Management
5	TE	Encourages students' active participation in class	Participation and Discussions
0		Does not give assignments at all	Seriousness Check Question
6	TE	Presents and explains the subject matter clearly [in the official language of instruction] (e.g. uses clear voice, gives examples, uses educational aids, uses effective instructional techniques)	Quality of Teaching Teaching Effectiveness
7	TE	Motivates students in all activities to achieve the course learning outcomes (CLOs)	Motivation + CLOs
8	SE	Interacts with students and provides help <u>outside class time</u> (when needed)	Interaction and/or help <u>outside class time</u>
9	SE	Is available for assistance during <u>scheduled office hours</u>	Availability and Assistance during scheduled office hours
0		Does not provide timely feedback on student's performance	Seriousness Check Question
10	CM	Evaluates and grades course work and tests with clear evaluation /grading criteria	Clear Assessment/Grading
11	CM	Provides useful and timely feedback on student's performance	Timely Feedback/Assessment
12	TE	Relates the course subject matter and content to real-life applications/experience	Linking Theory with Practice
13		Overall rating of the <b>Instructor</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	Overall Performance

<b>B.</b>	<b>Course Content</b>	<b>Number of QS = 4</b>
#	Question	Attributes
1	The course content has a good balance between <b>theory</b> and <b>application</b>	New, Theory vs. Application
2	The course has made me <b>interested</b> in the <b>subject area</b>	As is, Interest
3	The course content adequately covers the <b>course learning outcomes (CLOs)</b> (abilities and skills)	New, CLOs
4	Overall rating of the <b>Course Contents</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	Overall Evaluation

<b>C.</b>	<b>Textbook and/or Course-Supporting Material</b>	<b>Number of QS = 4</b>
#	Question	Action
1	The <b>Textbook / Course-supporting material</b> is <b>effectively utilized</b> in covering the course content	New, Use of Textbook
2	The <b>Textbook / Course-supporting material</b> is <b>easy to understand</b>	As is, Easiness
3	The <b>Textbook / Course-supporting material</b> is <b>useful and has sufficient illustrations, examples and problems</b>	New, Usefulness
4	Overall rating of the <b>Textbook and/or Course-Supporting Material</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	Overall Evaluation

**A. Instructor's Teaching, B. Course Content, and C. Textbook and/or Course-Supporting Material**

\*\* TE = Teaching Effectiveness; CM = Course Management; SE = Engagement with students in and outside Class time

A.		Instructor's Teaching Evaluation The instructor...	تقييم تدريس الأستاذ الأستاذ .....	Number of QS = 13
#	**	Question	السؤال	Attributes
1	CM	Starts and ends class on scheduled time	يبدأ وينهي المحاضرة في الوقت المحدد	Punctuality/Time Management
2	TE	States the objective and what is to be covered in class	يعرض هدف المحاضرة و محتواها	Lecture Content/Objective
3	TE	Gives enough and useful assignments /exams that enhance student's learning	يعطي واجبات و إمتحانات كافية ومفيدة تعزز تعلم الطالب	Course Work, Learning
4	CM	Utilizes the whole class time effectively	يستخدم وقت المحاضرة كاملاً بشكل فعال	Class Time Management
5	TE	Encourages students' active participation in class	يشجع الطلاب على المشاركة أثناء المحاضرة	Participation and Discussions
0		Does not give assignments at all	لا يعطي واجبات نهائياً	Seriousness Check Question
6	TE	Presents and explains the subject matter clearly (e.g. uses clear voice, gives examples, uses educational aids, uses effective instructional techniques)	يعرض ويشرح موضوعات المقرر بوضوح (مثال يستخدم صوت واضح، يعطي أمثلة، يستخدم الوسائل والتقنيات التعليمية الفعالة)	Quality of Teaching Teaching Effectiveness
7	TE	Motivates students in all activities to achieve the course learning outcomes (CLOs)	يحفز الطلاب في جميع الأنشطة المتعلقة بالمقرر لتحقيق مخرجات التعلم المستهدفة	Motivation + CLOs
8	SE	Interacts with students and provides help outside class time (when needed)	يتفاعل مع الطلاب و يقدم المساعدة خارج وقت المحاضرة	Interaction and/or help outside class time
9	SE	Is available for assistance during scheduled office hours	موجود للمساعدة خلال الساعات المكتبية المحددة	Availability and Assistance during scheduled office hours
0		Does not provide timely feedback on student's performance	لا يفيد الطالب بمعلومات عن أدائه الدراسي في الوقت المناسب	Seriousness Check Question
10	CM	Evaluates and grades course work and tests with clear evaluation /grading criteria	يصحح و يقيم أعمال الطالب الدراسية والاختبارات في إطار معايير تقييم واضحة	Clear Assessment/Grading
11	CM	Provides useful and timely feedback on student's performance	يفيد الطالب عن أدائه الدراسي في الوقت المناسب	Timely Feedback/Assessment
12	TE	Relates the course subject matter and content to real-life applications/experience	يربط موضوع المقرر ومحتواه بالتطبيقات والخبرة العملية في الواقع	Linking Theory with Practice
13		Overall rating of the Instructor (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	التقييم العام للأستاذ (A: ممتاز , B: جيد جداً , C: جيد , D: مقبول , E: ضعيف)	Overall Performance

B.	Course Content		Number of QS = 4
#	Question	السؤال	Attributes
1	The course content has a good balance between <b>theory</b> and <b>application</b>	يحتوي المقرر على توازن جيد بين النظرية والتطبيق	New, Theory vs. Application
2	The course has made me <b>interested</b> in the <b>subject area</b>	موضوع المقرر شيق و آثار رغبتي في التعرف على المزيد	As is, Interest
3	The course content adequately covers the <b>course learning outcomes (CLOs)</b> (abilities and skills)	يحقق محتوى المقرر بشكل كاف مخرجات التعلم المستهدفة من القدرات والمهارات	New, CLOs
4	<b>Overall rating of the Course Contents</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	التقييم العام لمحتوى المقرر (A: ممتاز , B: جيد جداً , C: جيد , D: مقبول , E: ضعيف)	Overall Evaluation

C.	Textbook and/or Course-Supporting Material		Number of QS = 4
#	Question	السؤال	Action
1	The <b>Textbook / Course-supporting material</b> is <b>effectively utilized</b> in covering the course content	يستخدم الكتاب الدراسي أو المواد الدراسية المساندة بفعالية في تغطية محتوى المقرر	New, Use of Textbook
2	The <b>Textbook / Course-supporting material</b> is <b>easy to understand</b>	الكتاب الدراسي أو المواد الدراسية المساندة سهلة الفهم	As is, Easiness
3	The <b>Textbook / Course-supporting material</b> is <b>useful</b> and <b>has sufficient illustrations, examples and problems</b>	يحتوي الكتاب الدراسي أو المواد الدراسية المساندة على أمثلة و تمارين كافية و مفيدة	New, Usefulness
4	<b>Overall rating of the Textbook and/or Course-supporting material</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	التقييم العام للكتاب لمقرر أو المواد الدراسية المساندة (A: ممتاز , B: جيد جداً , C: جيد , D: مقبول , E: ضعيف)	Overall Evaluation

<b>LEC</b>	Evaluation Form <b>(PYEP - EL)</b>	<b>Total Questions</b> <b>13 + 4 + 4</b>
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**\*\* TE** = Teaching Effectiveness; **CM** = Course Management; **SE** = **Engagement** with students in and outside Class time

<b>A.</b>		<b>Instructor's Teaching Evaluation: The instructor...</b>	<b>Number of QS = 13</b>
#	**	Question	Attributes
1	CM	Starts and ends class on scheduled time	Punctuality/Time Management
2	TE	States the objective and what is to be covered in class	Lecture Content/Objective
3	TE	Gives <b>class additional</b> assignments /tests that enhance student's learning	Course Work, Learning
4	CM	Utilizes the whole class time effectively	Class Time Management
5	TE	Encourages students' active participation in class	Participation and Discussions
0		Does not give assignments at all	Seriousness Check Question
6	TE	Presents and explains the subject matter clearly [in the official language of instruction] (e.g. uses clear voice, gives examples, uses educational aids, uses effective instructional techniques)	Quality of Teaching Teaching Effectiveness
7	TE	Motivates students in all activities to achieve <b>the intended abilities and skills</b>	Motivation +abilities and Skills
8	SE	Interacts with students and provides help <u>outside class</u> time (when needed)	Interaction and/or help <u>outside class time</u>
9	SE	Is available for assistance during <u>scheduled office hours</u>	Availability and Assistance during <u>scheduled office hours</u>
0		Does not provide timely feedback on student's performance	Seriousness Check Question
10	CM	<b>Focuses on the student practice of writing</b> via assignments / <b>progress tests with clear evaluation /grading criteria</b>	Clear Assessment/Grading
11	CM	Provides useful and timely feedback on student's performance	<u>Timely</u> Feedback/Assessment
12	TE	Relates the course subject matter and content to real-life applications/experience	Linking Theory with Practice
13		Overall rating of the <b>Instructor</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Performance</b>

<b>B.</b>	<b>Course Content</b>	<b>Number of QS = 4</b>
#	Question	Attributes
1	The course content has a good balance between <b>theory</b> and <b>application</b>	New, Theory vs. Application
2	The course has made me <b>interested</b> in the <b>subject area</b>	As is, Interest
3	The course content adequately covers the <b>course learning outcomes (CLOs)</b>	New, CLOs
4	Overall rating of the <b>Course Contents</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Evaluation</b>

<b>C.</b>	<b>Textbook and/or Course-Supporting Material</b>	<b>Number of QS = 4</b>
#	Question	Action
1	The <b>Textbook / Course-supporting material</b> is <b>effectively utilized</b> in covering the course content	New, Use of Textbook
2	The <b>Textbook / Course-supporting material</b> is <b>easy to understand</b>	As is, Easiness
3	The <b>Textbook / Course-supporting material</b> is <b>useful</b> and has <b>sufficient illustrations, examples and problems</b>	New, Usefulness
4	Overall rating of the <b>Textbook and/or Course Material</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Evaluation</b>

**A. Instructor's Teaching, B. Course Content, and C. Textbook and/or Course-Supporting Material**

<b>LAB</b>	Evaluation Form <b>(LAB)</b>	<b>Total Questions</b> <b>14 + 4 + 4</b>
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**\*\* TE** = Teaching Effectiveness; **CM** = Lab Management; **SE** = **Engagement** with students in and outside lab time

A.		<b>Instructor's Teaching Evaluation: The instructor...</b>	<b>Number of QS = 14</b>
#	**	Question	Attributes
1	CM	Starts and ends lab sessions on scheduled time	Punctuality/Time Management
2	TE	States the objective and what is to be covered in lab	Lab Content/Objective
3	TE	Gives enough and useful lab assignments/tests that enhance student's learning	Course Work, Learning
4	CM	Utilizes the whole lab session time effectively	Lab Time Management
5	TE	Encourages students' active involvement in conducting the lab tasks and activities	Participation and Discussions
0		Does not gives lab assignments at all	Seriousness Check Question
6	TE	Presents and explains the lab objectives, description, procedure, and tasks clearly [in the official language of instruction] (e.g. uses clear voice, gives examples, uses educational aids, uses effective instructional techniques)	Quality of Teaching Teaching Effectiveness
7	TE	Ensures that students are aware and adhere to lab safety measures (where applicable)	Safely awareness and Adherence
8	TE	Motivates students in all activities to achieve the lab learning outcomes (CLOs)	Motivation - CLOs
9	SE	Interacts with students and provides help outside lab time (when needed)	Interaction and/or help outside lab time
10	SE	Is available for assistance during scheduled office hours	Availability and Assistance during scheduled office hours
0		Does not provide timely feedback on student's performance	Seriousness Check Question
11	CM	Evaluates and grades lab activities (tasks, reports, tests) with clear evaluation /grading criteria	Clear Assessment/Grading
12	CM	Provides useful and quick help and feedback on student's work during lab sessions	Timely Feedback/Assessment
13	TE	Relates the lab content/experiments to real-life applications/experience	Linking Theory with Practice
14		Overall rating of the Instructor (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	Overall Performance

B.		<b>Lab Content</b>	<b>Number of QS = 4</b>
#		Question	Attributes
1		The lab content provides adequate hands on experience relating application to theory	New, Theory vs. Application
2		The lab has made me interested in the subject area	As is, Interest
3		The lab content adequately covers the lab learning outcomes (abilities, skills, behavior)	New, CLOs
4		Overall rating of the Lab Contents (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	Overall Evaluation

C.		<b>Lab Manual and/or Lab-Supporting Material</b>	<b>Number of QS = 4</b>
#		Question	Action
1		The lab manual / Lab-supporting material adequately covers the required content	New, Use of Lab Manual
2		The lab manual / Lab-supporting material is easy to understand	As is, Easiness
3		The lab manual / Lab-supporting material is useful and has clear experimental setup and sufficient illustrations, and examples etc.	New, Usefulness
4		Overall rating of the Lab Manual / Lab-supporting material (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	Overall Evaluation

**A. Instructor's Teaching, B. Lab Content, and C. Lab Manual and/or Lab-Supporting Material**

<b>PE</b>	Evaluation Form	Total Questions <b>13 + 4 + 4</b>
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\*\* **TE** = Teaching Effectiveness; **CM** = Course Management; **SE** = **Engagement** with students in and outside Class time

A.		Instructor's Teaching Evaluation: The instructor...	Number of QS = 13
#	**	Question	Attributes
1	CM	Starts and ends class on scheduled time	Punctuality/Time Management
2	TE	States the objective and what is to be covered in class	Lecture Content/Objective
3	TE	Gives enough time for practicing of skills that enhance student's learning	Course Work, Learning
4	CM	Utilizes the whole class time effectively	Class Time Management
5	TE	Encourages students' active participation in class	Participation and Discussions
0		Does not give enough time for practicing of skills	Seriousness Check Question
6	TE	Presents and explains the subject matter clearly and demonstrates skills adequately [in the official language of instruction] (e.g. uses clear voice, gives examples, uses educational aids, uses effective instructional techniques)	Quality of Teaching Teaching Effectiveness
7	TE	Motivates students in all activities to achieve the course learning outcomes (CLOs)	Motivation – CLOs
8	SE	Interacts with students and provides help outside class time (when needed)	Interaction and/or help outside class time
9	SE	Is available for assistance during scheduled office hours	Availability and Assistance during scheduled office hours
0		Does not provide timely feedback on student's performance	Seriousness Check Question
10	CM	Evaluates and grades course work and practical skill tests with clear evaluation / grading criteria	Clear Assessment/Grading
11	CM	Provides useful and timely feedback on student's skill performance	Timely Feedback/Assessment
12	TE	Relates the course subject matter and content to real-life applications (e.g. physical activities- impact on health)	Linking Theory with Practice
13		Overall rating of the Instructor (A: Excellent, B: Very Good, C: Good, D: Fair, E: Poor)	Overall Performance

B.	Course Content	Number of QS = 4
#	Question	Attributes
1	The course content has a good balance between theory and application	New, Theory vs. Application
2	The course has made me interested in the subject area	As is, Interest
3	The course content adequately covers the course learning outcomes (CLOs) [abilities and skills]	New, CLOs
4	Overall rating of the Course Contents (A: Excellent, B: Very Good, C: Good, D: Fair, E: Poor)	Overall Evaluation

C.	Textbook and/or Course Booklet / Online Presentations	Number of QS = 4
#	Question	Action
1	The textbook / course booklet is effectively utilized in covering the course content	New, Use of Textbook
2	The textbook / course booklet is easy to understand	As is, Easiness
3	The textbook / course booklet is useful and has sufficient illustrations and examples	New, Usefulness
4	Overall rating of the Textbook/Course Booklet / Online Presentations (A: Excellent, B: Very Good, C: Good, D: Fair, E: Poor)	Overall Evaluation

**A. Instructor's Teaching, B. Course Content, and C. Textbook and /or Course Booklet**

<b>STO</b>	Evaluation Form <b>(ARC + ARE Design Studios)</b>	Total Questions <b>13 + 5 + 4</b>
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\*\* TE = Teaching Effectiveness; CM = Course Management; SE = Engagement with students in and outside Class time

A.		Instructor's Teaching Evaluation: The instructor...	Number of QS = 14
#	**	Question	Attributes
1	CM	Starts and ends the design studio on scheduled time	Punctuality/Time Management
2	TE	States the agenda of each design project (e.g. project objectives, learning outcomes, project brief, design phases/tasks, submission Requirements and assessment criteria)	Lecture Content/Objective
3	TE	Gives enough design tasks/projects that enhance student's design-related abilities	Course Work, Learning
4	CM	Utilizes the whole studio time effectively	Class Time Management
5	TE	Encourages faculty-student and student-student interaction in the design studio	Participation and Discussions
0		Does not give enough design tasks/projects at all	Seriousness Check Question
6	TE	Presents and explains the design problem/project clearly [in the official language of instruction] (e.g. uses clear voice, gives examples, uses educational aids, uses effective instructional techniques)	Quality of Teaching Teaching Effectiveness
7	TE	Motivates students in all activities to achieve the course learning outcomes (CLOs)	Motivation – CLOs
8	SE	Interacts with students and provides help outside class time (when needed)	Interaction and/or help outside class time
9	SE	Is available for assistance during scheduled office hours	Availability and Assistance during scheduled office hours
0		Does not provide timely feedback on student's performance	Seriousness Check Question
10	CM	Evaluates and grades the design studio work with clear evaluation /grading criteria	Clear Assessment/Grading
11	CM	Provides useful and timely feedback on student's performance	Timely Feedback/Assessment
12	TE	Relates the design studio activities to real-life professional practice (e.g. visits to site/design offices, case studies, involvement of practicing professionals in studio activities and/or as jurors)	Linking Theory with Practice
13		Overall rating of the Instructor (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	Overall Performance

B.		Design Studio Content	Number of QS = 5
#		Question	Attributes
1		The design studio content has a good balance between theory and application of arch. design	New, Theory vs. Application
2		The design studio content has made me interested in architectural design	As is, Interest
3		The design studio content adequately covers the course learning outcomes (CLOs)	New, CLOs
4		The design studio content enriched my knowledge in design and enhanced my creative and critical thinking skills	New, Critical Thinking
5		Overall rating of the Course Contents (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	Overall Evaluation

C.		Textbook and/or Course-Supporting Material	Number of QS = 4
#		Question	Action
1		The Textbook / Course-supporting material is effectively utilized in covering the design studio content	New, Use of Textbook
2		The Textbook / Course material is easy to understand	As is, Easiness
3		The Textbook / Course material is useful and has sufficient design data, information, and/or case studies	New, Usefulness
4		Overall rating of the Textbook/Course-Supporting Material (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	Overall Evaluation

**A. Instructor's Teaching, B. Course Content, and C. Textbook and/or Course-Supporting Material**



<b>SDP</b>	Evaluation Form ( <b>Advisor</b> )	<b>Total Questions</b> <b>12 + 4 + 5</b>
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\*\* **TE** = Teaching Effectiveness; **CM** = Course Management; **SE** = **Engagement** with students in and outside class time

A.		<b>Instructor's Teaching Evaluation: The instructor...</b>	<b>Number of QS = 12</b>
#		<b>Question</b>	<b>Attributes</b>
1	<b>CM</b>	Starts and ends project meetings on scheduled time	Punctuality/Time Management
2	<b>TE</b>	Facilitates project meetings effectively	Meetings Time Management
3	<b>TE</b>	Adequately monitors student's work progress to ensure the achievement of project objectives	Course Work, Learning
4	<b>CM</b>	Encourages students' active participation in the project activities and/or team work	Participation and Discussions
0		Does not monitor the student's work progress	Seriousness Check Question
5	<b>TE</b>	Presents and explains the project objectives, requirements, design strategies and procedures clearly [in the official language of instruction] (e.g. uses clear voice, gives examples, uses educational aids, uses effective instructional techniques)	Quality of Teaching Teaching Effectiveness
6	<b>TE</b>	Motivates students in all activities related to the project to achieve the course learning outcomes (CLOs)	Motivation + (CLOs)
7	<b>SE</b>	Interacts with students and provides help <u>outside class time</u> (when needed)	Interaction and/or help <u>outside class time</u>
8	<b>SE</b>	Is available for assistance during <u>scheduled office hours</u>	<u>Availability and Assistance during scheduled office hours</u>
0		Does not provide timely feedback on student's performance	Seriousness Check Question
9	<b>CM</b>	Evaluates and grades project work fairly with clear <b>evaluation / grading criteria</b>	Assessment/Grading
10	<b>CM</b>	Provides useful and timely feedback on student's performance of <b>project's tasks</b>	Timely Feedback/Assessment
11	<b>TE</b>	Relate the project problem and objectives to real-life applications	Linking Theory with Practice
12		Overall rating of the <b>Instructor</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Performance</b>

B.		<b>Course Content</b>	<b>Number of QS = 4</b>
#		<b>Question</b>	<b>Attributes</b>
1		The course content has a good balance between <b>theory</b> and <b>application</b>	New, Theory vs. Application
2		The course has made me <b>interested</b> in the <b>subject area</b>	As is, Interest
3		The course content adequately covers the <b>course learning outcomes (CLOs)</b>	New, CLOs
4		Overall rating of the <b>Course Contents</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Evaluation</b>

C.		<b>Project Textbook and/or Course-Supporting Material</b>	<b>Number of QS = 5</b>
#		<b>Question</b>	<b>Action</b>
1		The supporting/reading materials related to the project (e.g. design manuals, references, textbook, handouts, etc.) <b>are adequate</b>	New, Use of supporting material
2		The <b>guide</b> of the senior design project is <b>clear</b> and <b>easy to understand</b>	New
3		The templates of the project plan/proposal, progress reports, and final report are <b>available</b> and <b>clear</b> to follow	New: Project Templates
4		The tools and equipment required for the project are <b>available</b> when needed	New, tools and equipment availability
5		Overall rating of the <b>Textbook / Course-Supporting Material</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Evaluation</b>

**A. Instructor's Teaching, B. Course Content, and C. Textbook and/or Course-Supporting Material**

<b>COP</b>	Evaluation Form ( <b>Advisor</b> )	<b>Total Questions</b> <b>12 + 5 + 4</b>
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A.		<b>Advisor's Evaluation: The advisor...</b>	<b>Number of QS = 12</b>
#		<b>Question</b>	<b>Attributes</b>
1	CM	Responds to student questions via appropriate means (e.g. tel., e-mail, social media, etc ) <b>within a reasonable time</b>	Timely Response and Communications
2	TE	Ensures that the student has a satisfactory COOP plan as early as possible	Adequate Planning and Management
3	TE	Adequately monitors student's work progress to ensure the achievement of the COOP objectives	Monitoring of Learning
4	CM	Communicates with the company-supervisor to monitor the student's work progress	Mutual Communications
0		<b>Does not monitor the student's work progress</b>	<b>Seriousness Check Question</b>
5	TE	Presents and explains the COOP objectives, requirements and tasks clearly (e.g. uses clear voice, gives examples, uses educational aids, uses effective instructional techniques)	Quality of Teaching Teaching Effectiveness
6	TE	Motivates students in all the COOP activities to achieve the course learning outcomes	Motivation - Outcomes
7	SE	Interacts with students and provides help <u>outside meeting times</u> (when needed)	Interaction and/or help <u>outside</u> office hours
8	SE	Is available for assistance during <u>scheduled office hours</u>	<u>Availability and Assistance</u> during scheduled office hours
0		<b>Does not provide timely feedback on student's performance</b>	<b>Seriousness Check Question</b>
9	CM	Evaluates and grades COOP work with clear <b>evaluation/grading criteria</b>	Fairness of Assessment
10	CM	Provides useful and timely feedback on student's performance of COOP tasks	Timely Feedback/Assessment (Class Size: Assign Weight)
11	TE	Ensures that the COOP tasks links theory of the discipline to real-life practice	Linking Theory with Practice
12		<b>Overall rating of the Advisor</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Performance</b>

B.		<b>COOP Program Content / Practice</b>	<b>Number of QS = 5</b>
#		<b>Question</b>	<b>Attributes</b>
1		The COOP program has good balance between <b>theory</b> and <b>application</b>	New, Theory vs. Application
2		The COOP program has made me <b>interested</b> in the <b>discipline/subject area</b>	New, Interest
3		The COOP practice adequately covers the <b>course learning outcomes (CLOs)</b>	New, CLOs
4		The COOP program helped me <b>integrate</b> and apply <b>learned</b> and <b>new skills and knowledge</b>	New, Impact
5		<b>Overall rating of the Coop Contents</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Evaluation</b>

C.		<b>COOP Supporting Material</b>	<b>Number of QS = 4</b>
#		<b>Question</b>	<b>Action</b>
1		The COOP <b>guide</b> includes necessary information (objectives, requirements, deadlines, etc)	New, Guide Availability
2		The COOP <b>guide</b> is <b>clear</b> and <b>easy to understand</b>	New, Easy
3		The templates of the COOP project plan, progress reports, and final report are <b>available</b> and <b>clear to follow</b>	New, Templates Availability and Clarity
4		<b>Overall rating of the Coop Material</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Evaluation</b>

**A. Instructor's Teaching, B. Course Content, and C. Course- Supporting Material**



<b>SEM</b>	Evaluation Form	<b>Total Questions</b> <b>13 + 5 + 4</b>
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\*\* **TE** = Teaching Effectiveness; **CM** = Course Management; **SE** = **Engagement** with students in and outside Class time

A.		<b>Instructor's Teaching Evaluation: The instructor...</b>	<b>Number of QS = 13</b>
#	**	Question	Attributes
1	CM	Starts and ends seminar session on scheduled time	Punctuality/Time Management
2	TE	States the objective and what is to be covered in the seminar	Lecture Content/Objective
3	TE	Gives enough and useful assignments /tests that enhance student's learning	Course Work, Learning
4	CM	Utilizes the whole seminar time effectively	Class Time Management
5	TE	Encourages students' active participation in the seminar discussions	Participation and Discussions
0		Does not give assignments at all	Seriousness Check Question
6	TE	Facilitates the seminar's activities effectively	Quality of Teaching Teaching Effectiveness
7	TE	Motivates students in all activities to achieve the course learning outcomes (CLOs)	Motivation + CLOs
8	SE	Interacts with students and provides help <u>outside class</u> time (when needed)	Interaction and/or help <u>outside class time</u>
9	SE	Is available for assistance during <u>scheduled office hours</u>	<u>Availability</u> and <u>Assistance</u> during <u>scheduled office hours</u>
0		Does not provide timely feedback on student's performance	Seriousness Check Question
10	CM	Evaluates and grades the seminar work and presentations with clear evaluation /grading criteria	Clear Assessment/Grading
11	CM	Provides useful and timely feedback on student's performance	<u>Timely</u> Feedback/Assessment
12	TE	Relates the seminar topics and content to real-life contemporary applications	Linking Theory with Practice
13		Overall rating of the <b>Instructor</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Performance</b>

B.		<b>Course Content</b>	<b>Number of QS = 5</b>
#		Question	Attributes
1		The seminar content has a good balance between <b>enhancement of communication skills</b> and <b>exposure</b> to contemporary issues	<b>New</b> , communication skills and exposure
2		The seminar has made me aware of <b>contemporary issues</b> and <b>interested</b> in the discipline	<b>As is</b> , Interest
3		The seminar content adequately covers the <b>course learning outcomes (CLOs)</b>	<b>New</b> , CLOs
4		The seminar enhanced my <b>self-learning skills</b> and <b>self-confidence</b>	<b>New</b> , Self-Learning -Confidence
5		Overall rating of the <b>Course Contents</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Evaluation</b>

C.		<b>Seminar-Supporting Material</b>	<b>Number of QS = 4</b>
#		Question	Action
1		The seminar <b>reading materials</b> (references, handouts, etc.) are <b>adequate</b> and <b>effectively utilized</b>	<b>New</b> , adequacy of material
2		The seminar <b>syllabus / material</b> is <b>clear</b>	<b>As is</b> , Clarity
3		The seminar <b>presentation guidelines</b> are <b>available</b> and <b>clear</b> to follow	<b>New</b> , guidelines
4		Overall rating of the <b>Seminar-Supporting Material</b> (A: Excellent, B: Very Good , C: Good , D: Fair , E : Poor)	<b>Overall Evaluation</b>

**A. Instructor's Teaching, B. Course Content, and C. Textbook and/or Course-Supporting Material**