For email:

Evaluation of Teaching

[Insert teacher’s name] teaches you for [insert name of teaching context] or was your teacher in the past. [He/she] is seeking feedback on the quality of their teaching. We would be grateful if you could take the time to reflect on their teaching and provide some feedback using the attached form. To preserve your anonymity, please email your responses in confidence to [insert facilitator’s name] who will remove any identifiers, collate replies, and prepare a report for your teacher. This report will be used by [insert teacher’s name] to improve their teaching practice, and may be an important source of data for performance appraisal at Otago. We welcome your honest and frank responses to the following questions. Can you please reply within 2 weeks.

**For questionnaire:**

Evaluation of Teaching

We would be grateful if you could take the time to reflect on the teaching you received from [insert teacher’s name], and provide some feedback using this questionnaire. To preserve your anonymity, please email your responses in confidence to [insert facilitator’s name] who will remove any identifiers, collate replies, and prepare a report for your teacher. This report will be used by [insert teacher’s name] to improve their teaching practice, and may be an important source of data for performance appraisal at Otago. We welcome your honest and frank responses to the following questions. Can you please reply within 2 weeks.

1. How valuable do you think this course/clinical experience has been for you? (circle a number)

**Extremely valuable** 1 2 3 4 5 **not at all valuable**

2. Overall, how effective have you found the facilitation of this course/clinical experience (circle a number)

**Very effective** 1 2 3 4 5 **not at all effective**

3. What were the best things about this [course/clinical teaching] for you?

4 How could this [course/clinical teaching] be improved?