Student Toolkit
Student Evaluation of Educational Quality (SEEQ) Online Course Evaluations

What is a course evaluation?

A course evaluation is any survey that solicits students' feedback on various aspects of the course they have taken including the instructor teaching the course.

What is SEEQ?

SEEQ is a standardized course evaluation tool, widely-used and empirically supported. Using SEEQ, students provide feedback on teaching quality and course effectiveness, and faculty gain insight into their instructional methods and practices, providing them with guidance for improvement.

SEEQ is also the only instrument approved for use by University Council and is the instrument that academic units are encouraged to adopt as their course evaluation tool.

Why are course evaluations important?

Student feedback helps us improve the teaching and learning experience. Improving the quality of teaching is one of our priorities and we need student participation to make this happen.

Will completing SEEQ affect my final grade?

SEEQ cannot affect student grades in any way. Responses submitted through SEEQ are confidential and your name is not attached to your evaluation. Furthermore, results are not released to anyone (instructors, department heads or deans) until after final grades are posted.

The SEEQ process for students

STEP ONE: RECEIVING THE SEEQ INVITATION

- If your course is using the online SEEQ evaluation, you will receive an email in your PAWS account inviting you to complete the online SEEQ form, with periodic reminder messages throughout the two weeks that SEEQ is open. Reminders will cease once the SEEQ evaluation period has closed or once you have completed all your evaluations.

- Students are typically asked to complete a SEEQ evaluation during the last two weeks of classes, although some classes may have slightly different start and end dates (e.g. dentistry). Please note that not all courses are evaluated using an online SEEQ form. Some classes use the paper-based version of SEEQ or a different instrument to evaluate their courses. Also, if you are taking a class during the spring or summer terms, you will be asked to compete the SEEQ evaluation earlier due to the short length of these courses.

STEP TWO: COMPLETING THE SEEQ EVALUATION

- You can access the evaluation by logging into evaluation.usask.ca, through the PAWS "MyCourses channel" or through the mobile application in iUSASK and clicking on the course you wish to evaluate. Once an evaluation has been submitted it <u>cannot</u> be deleted. Therefore, please ensure you read the questions carefully and confirm that you are evaluating the correct instructor and course.

- The deadline to complete SEEQ evaluations is the last day before the exam period begins. SEEQ evaluations cannot be completed during final exams.

Confidentiality and anonymity

SEEQ course evaluations are highly confidential, but not completely anonymous. NSIDs are used to ensure that only registered students complete the course evaluation and that no student completes the same evaluation more than once. Under extreme circumstances (such as inappropriate or threatening comments) responses could be traced back to the author. It is extremely important that you protect your evaluations and are the only one completing them.

The value of SEEQ

Your feedback is important to your instructors. It can help improve their teaching skills and lets them know what they are doing well and what they can improve upon. This information could be used when evaluating them for promotion and tenure. It can even help change the way the course is taught in the future. Have your say and fill out your Student Evaluation of Educational Quality (SEEQ).

If you have any questions or concerns regarding the online SEEQ evaluation instrument or system, please contact the System Administrator by e-mail: seeqhelp@usask.ca