Faculty: Online Course Evaluations at The Chicago School of Professional Psychology

The Office of Institutional Research administers online course evaluations to Chicago School students each term. These evaluations are intended to assist instructors in improving student learning. TCS uses an external vendor, Online Course Evaluations (onlinecourseevaluations.com), to process the data and summarize results. All student responses are anonymous.

The purpose of this guide is to provide a basic overview of the course evaluation process, the types of courses that are evaluated, and the policies adhered to by the Office of Institutional Research.

Course Evaluation Eligibility

The following types of courses qualify as “atypical” student experiences and are NOT administered evaluations through the Online Course Evaluation system:

- Courses enrolling 3 or fewer students (to maintain anonymity)
- Dissertation
- Thesis
- Practicum and practicum seminar
- Internship
- Independent study
- Competency examination
- Clerkship courses

Basic Evaluation Information

Instructors are notified through the TCS email system early within the first month of the term to orient themselves with the OCE system. Students are notified through the TCS email system at the beginning of each evaluation period; their email message includes a link to the main login page for Online Course Evaluations: http://studentevals.com/chicago. Students use their TCS email and eCollege password to login.

Midterm Course Evaluations:

Midterm course evaluations are administered to eligible Chicago/Grayslake and Southern California classes during the fifth week of fall and spring terms (not during summer term, due to its shortened length). Chicago/Grayslake and Southern California classes that begin after the Monday of the 5th week of the term are excluded from midterm course evaluations. Online Campus classes do not receive midterm course evaluations. The midterm course evaluation period lasts one week, beginning the Sunday of the evaluation period at 11:01 PM and ending at 10:59 PM the following Sunday.

Final Course Evaluations:

Final course evaluations are administered during the final two and one-half weeks of each term for eligible Chicago/Grayslake and Southern California courses, beginning on Sunday at 11:01 PM and ending at 10:59 PM the Wednesday two and one-half weeks later. Online Campus final course evaluations are administered during the final two weeks of each session, beginning on Sunday at 11:01 PM and ending Sunday at 10:59 PM two weeks later.

Online Advisor Evaluations (Online Campus only):

Certain Online Campus courses (601B, 602B, 603B) are evaluated using a distinct advisor evaluation form. These evaluations are administered at the same time and using the same procedure as the Online Campus final course evaluations.

(over)
Online Course Evaluation Schedule for Academic Year 2009-2010

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<thead>
<tr>
<th></th>
<th>Midterm Evaluation Period</th>
<th>Final Course Evaluation Period</th>
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<tbody>
<tr>
<td>FALL 2009</td>
<td>09/28 – 10/04/09</td>
<td>11/29 – 12/16/09</td>
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<tr>
<td>SPRING 2010</td>
<td>02/07 – 02/14/10</td>
<td>04/18 – 05/05/10</td>
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<tr>
<td>SUMMER 2010</td>
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<td>07/11– 08/01/10</td>
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<tr>
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<th>Final Course Evaluation Period</th>
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<tr>
<td>Online Campus</td>
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<tr>
<td>FALL 2009 Session I</td>
<td>10/11 - 10/25/09</td>
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<tr>
<td>FALL 2009 Session II</td>
<td>12/06 - 12/20/09</td>
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<tr>
<td>SPRING 2010 Session I</td>
<td>02/21 - 03/07/10</td>
</tr>
<tr>
<td>SPRING 2010 Session II</td>
<td>04/18 - 05/02/10</td>
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<tr>
<td>SUMMER 2010 Session I</td>
<td>06/13 - 06/27/10</td>
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<tr>
<td>SUMMER 2010 Session II</td>
<td>08/08 - 08/22/10</td>
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**Access to Results**

The Office of Institutional Research sends an email notification to faculty and select administrative staff when midterm and final course evaluation results are released. This email includes a link to the main login page for Online Course Evaluations: [http://studentevals.com/chicago](http://studentevals.com/chicago). Faculty use their TCS email and eEmployee login information to access the site. Any questions regarding login information should be directed to IT Helpdesk: Helpdesk@thechicagoschool.edu.

Midterm evaluation results are available two days after the end of the midterm course evaluation period, while final course/online advisor evaluation results are released two days after final grades are due for each term or semester session.

**Levels of Access**

- Faculty members have access to results for the specific courses they taught during an evaluation period.
- The Director of Executive and Professional Education has access to results from the BCBA online certificate program.
- Department Chairs, Associate Chairs, Lead Faculty (Southern California Campus), and Department Managers have access to evaluation results pertaining to their specific programs at their specific campuses.
- Each Campus President and Academic Dean has access to all results specific to their campus. (The Online Campus Program Manager also has access to all Online Campus results.)
- The Director of Faculty Development and Training has access to results of all programs at Chicago/Grayslake and Southern California.
- The Senior Vice President of Academic Affairs has access to all results for all campuses.

**Website Assistance/Tutorials**

*Site demo:* [http://demo.onlinecourseevaluations.com/training/teachers.aspx](http://demo.onlinecourseevaluations.com/training/teachers.aspx)

*Written instructions:* [https://demo.onlinecourseevaluations.com/training/TeacherInstructions.aspx](https://demo.onlinecourseevaluations.com/training/TeacherInstructions.aspx)


Questions: Contact the Office of Institutional Research at oir@thechicagoschool.edu.