

End-of-semester Surveys

For taught-in-English classes, there are **two surveys** at the end of **each semester**, a *Gakubu Anketo* (Faculty Survey) in Japanese and a Taught-in-English Survey in English.

The Faculty asks teachers to write some brief comments on the basis of the survey results to explain to students how we intend to develop our classes, and to upload these comments to the Law Faculty's C-Plus website. See the C plus Manual in this section for more information.

1. Gakubu Anketo (Faculty Survey)

This is the faculty-wide questionnaire that teachers of all language and 'semmon' classes are required to administer. The questions are:

- *What were your reasons for taking this class? (more than one answer possible)*
- *What was your level of attendance for this class?*
- *Did you participate in and prepare for this class actively?*
- *Could you understand the content of this class?*
- *Was the pace/progress of the class over the year appropriate?*
- *Did the class start and finish on time?*
- *Was the teacher's explanation and use of the blackboard easy to understand?*
- *Were the teaching materials (textbook, powerpoint, handouts, etc.) provided by the teacher useful for understanding the class?*
- *Did the teacher respond to your questions and comments appropriately?*
- *What did you think of the other students' attitude and behaviour in class?*
- *Overall, what is your level of satisfaction with this class?*
- *How was the level of the class for you?*

It usually takes students less than five minutes to mark their responses to this survey.

2. The Taught-in-English Survey

This survey is specific to Taught-in-English classes and involves students writing answers to open-ended questions. See the following example questionnaires from Spring 2009 and Fall 2009.

Teachers can ask students to write in English or Japanese. To improve the quality of the feedback from students, teachers should encourage students to reflect carefully on the questions and give enough time to write their answers in depth and detail (about 15 minutes). The students can discuss questions first in pairs, before writing their comments, too.

To see the current Gakubu Ankekto and Taught-in-English Survey forms and samples of results for the Gakubu Anketo translated into English, check Section 6 here:

<http://c-faculty.chuo-u.ac.jp/~mikenix1/td/tip/index.html>

We would like to emphasise that the surveys are not used for teacher evaluation; rather, they are intended to provide each of us with useful feedback for developing our own classes.

You are free to also give your own surveys and evaluation forms to students.