

A Student Guide to CCEQs (Formerly TQFRs)

Thank you for taking the time to thoughtfully complete your Caltech Course Evaluation Questionnaires (CCEQs, formerly TQFRs). Faculty and students both benefit from your feedback and suggestions. A high response rate reflects a better picture of the student experience in class, so please complete CCEQs for all your courses!

Check out the following tips to giving effective feedback.

CCEQs are an opportunity...

- To provide feedback to your professor and teaching assistants
- To make suggestion for improving next year's courses
- For you to make an impact at Caltech!

Tips for Providing Constructive Feedback

- Consider the whole course (not just the last few weeks)
- Focus on your learning and how that could be better facilitated by the professor and teaching assistants
- Discuss course logistics and what went smoothly and what did not
- Explain your choice of ratings on the scaled portion of the CCEQs; be specific and give examples!
- Consider that you may have unconscious biases that affect your feedback (e.g., rating people who are more similar to you more highly). We all have unconscious biases! Try using "I" statements and being as objective as possible.
- Comment on the usefulness of the course materials and assessments, i.e., what helped with learning the material and what did not.

This guide is a collaboration between the Caltech Center for Teaching Learning & Outreach and the Academics and Research Committee