



## QUICK TIPS FOR FACULTY

# CAPE: COURSE AND PROFESSOR EVALUATIONS

Promote CAPE to increase Response Rates this summer

- **Post** reminders in course syllabi.
- **Emphasize** to students feedback can greatly benefit the future of courses offered at UCSD.
- **Include** a link to the evaluation page in course assignments, emails, and study guides. This will encourage students to follow up on completing the evaluation form.
- **Announce** CAPE deadlines to students. Remind them of upcoming evaluation emails.
- **Submit** custom questions you would like your students to answer by emailing [cape@ucsd.edu](mailto:cape@ucsd.edu).
- **Develop** custom student evaluations as a substitute for CAPE online

## CAPE DATES 2015

SUMMER SESSION 1

JULY 24<sup>TH</sup> STARTING AT 8AM TO JULY 31<sup>TH</sup> ENDING AT 8AM

If you have questions, please contact Summer Session at (858) 534-7149