

E-Mail Samples
Faculty of Arts Online Course Evaluations

Survey Announcement – Students

Email Subject line: Course Evaluations – Please complete

Dear «FIRSTNAME»,

Your feedback regarding courses and instructors is very important to the Faculty of Arts. The results of course evaluations are reviewed by individual instructors to help them improve their courses. They are also reviewed by the Dean and Department Heads to inform decisions concerning reappointment, tenure, promotion and merit.

Your comments make a difference in the planning and presentation of our curriculum.

Beginning this term, we are asking that students complete evaluations for all of their courses in the Faculty of Arts online. Instructors will not receive the results until after they have submitted final course marks, and even then individual evaluations will be anonymous.

To access evaluations for your courses, please click on the link below and login with your Campus Wide Login (CWL) and password. Once you have logged in, go to “Survey List “ at the top of the screen to find your course evaluations.

We ask that all students complete evaluations for all courses as quickly as they can. Listed below are the courses you are asked to evaluate.

«PARTICIPANT_ASSIGNED_EVALUATIONS»

Thank you in advance for your participation in course and instructor evaluations. If you have any questions, please e-mail arts.evaluations@ubc.ca

Survey Reminder – Students

Email Subject line: Course Evaluations – Reminder

Hi «FIRSTNAME»,

One or more of your online course evaluations have not yet been completed. We hope you will participate because we value your feedback on individual courses and instructors.

Please complete your online surveys even if you have already completed a form in class. The survey is quickly and easily completed and your responses are anonymous.

To access the survey, please click on the link below and login with your Campus Wide Login (CWL).

Thank you for your participation. If you have any questions, please email arts.evaluations@ubc.ca.

Evaluations not completed:

«PARTICIPANT_INCOMPLETE_EVALS»

E-Mail Samples
Faculty of Arts Online Course Evaluations

Survey Final Reminder – Students

Email Subject line: Course Evaluations – Final Reminder

Hi «FIRSTNAME»,

Your online course evaluations have not yet been completed and the survey will be closing in two days (at midnight, December 2). We hope you will participate because we value your feedback on individual courses and instructors.

Please complete your online surveys even if you have already completed a form in class. The survey is quickly and easily completed and your responses are anonymous.

To access the survey, please click on the link below and login with your Campus Wide Login (CWL).

Thank you for your participation. If you have any questions, please email
arts.evaluations@ubc.ca

Evaluations not completed:

«PARTICIPANT_INCOMPLETE_EVALS»