

**CIVSA Research & Assessment Committee**

**Student Evaluation Project**

*\*\*\*Please complete one form for each evaluation you submit\*\*\**

Name of institution:           Oxford College of Emory University          

Contact (name):           Nicholas E. Missler          

Contact phone: ( 770 ) 784.8328

**This form is utilized to evaluate (check all that apply):**

**Tour Guides**

**Visitor Center Student Workers**

**Information Services Student Workers**

**Please describe how this form of evaluation is used with your student workers:**

**How is this form distributed, i.e. mailed to visitors, given out after tour, etc.?**

- *This form is given to the prospective student after their tour/lunch.*

**Who completes the evaluation form, i.e. full-time staff, tour participants, etc.?**

- *The form is filled out by the student participant only.*

**How often do you administer this evaluation?**

- *Every student receives one upon arriving back in our office from the tour.*

**How is feedback given to student workers?**

- *A compiled assessment is kept for regular evaluations 2 a semester.*

**How do you utilize the feedback from the evaluation?**

- *Its mainly a checks-and-balances to hold tour guides accountable.*

***Please submit with a copy of each evaluation form by March 15, 2009***

*(One copy of the form with each different evaluation form)*

**to**

*Denise Wellman at [denisew@mailbox.sc.edu](mailto:denisew@mailbox.sc.edu) or*

*University of South Carolina*

*Visitor Center*

*Columbia, SC 29208*