

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):

 X Tour Guides

 Visitor Center Student Workers

 X 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 or

University of South Carolina

Visitor Center

Columbia, SC 29208