

CIVSA Research & Assessment Committee

Student Evaluation Project

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

Name of institution: __Texas Woman's University_____

Contact (name): _____Joshua Scott Hancock_____

Contact phone: (940) __898.3014_____

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

__X_ Tour Guides

_____ Visitor Center Student Workers

_____ Information Services Student Workers

It is also used to evaluate our admissions Counselors

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

It is used to assess their work on tour and with students to ensure we are providing a positive environment.

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

The Pioneer Ambassadors give it to the students after the tour and our Front Desk person collects them, I tally them and keep a database of them.

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

Tour Participants

How often do you administer this evaluation?

I have a monthly Report I keep and call in student workers as needed.

How is feedback given to student workers?

It is provided to them in the report. We also reward the students with recognition when they seem to be going above and beyond.

How do you utilize the feedback from the evaluation?

We use it to assess how the visitor feels about their visit to Texas Woman's University.

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