

<<Course Evaluation Instruction User Manual>>

Course Evaluation Website :

<https://cis.ncu.edu.tw/iNCU/courseEvaluate>



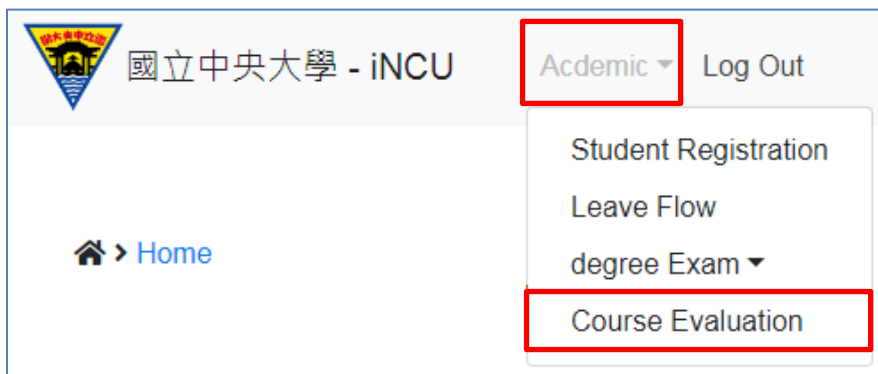
1. Type in your Account Name and Password and click the Login button.

(1) **NCU students** enter **Portal account** and **password**

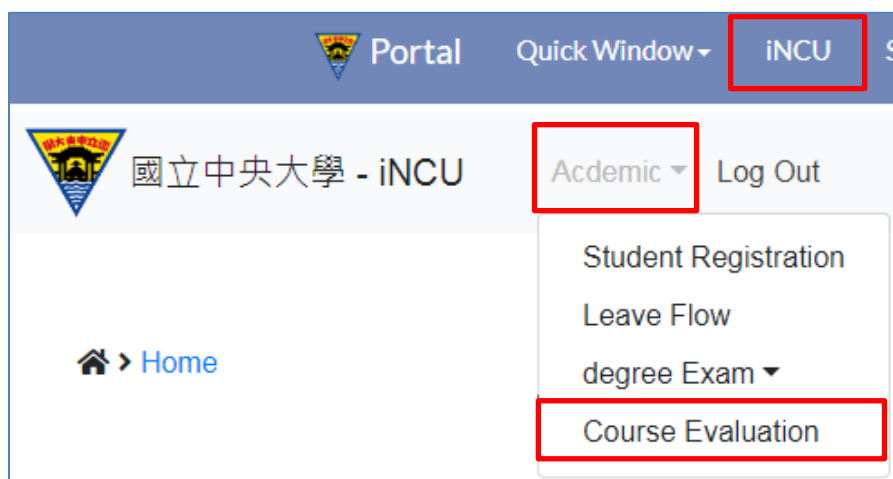
(2) **Non NCU students** enter **Net ID account (email address)** and **password**

2. Two access links to Course Evaluation system :

(1) [Course Evaluation Website](#) : Click on「Academic」->「Course Evaluation」



(2) [Portal Website](#) : Click on 「iNCU」->「Academic」->「Course Evaluation」



3. Please fill out the questionnaires of separate course on your course list showing on the left-hand side.

Course list
CL0135-Chinese (A) : Chinese Characters, Languages and Culture[Sun, Chih-Wen] Filled out
CM1006-General Chemistry[Kao, Hsien-Ming] Filled out
GS3215-The Analysis and Critique of Marx's Thought[]
LN1014-Freshman English: Listening and Speaking[Liu, Ai-Ping] Filled out
MA1004-Calculus[Leu, Ming-Guang]
PE1022-Freshman PE II[Chang, Che-Chien]
PH1004-General Physics Laboratory[Chu, Ching-Chi]
PH1040-General Physics C[Nien, Cheng-Hsun] Filled out
*-Counseling Services Survey[Counseling Center]
*-Survey of Students' Opinions about Mentor and the Department[Tang, Chih-Wei]

Once the questionnaire has been completed, "**Filled out**" will show beside the corresponding course.

4. Click on the name of the course, and then start to fill out the questionnaire. The user must fill out each question in the first and the second section. The questions of the third section are open questions. Complete the questions, and then click on "Send out" to submit the questionnaire.

1062-LN1014-I-Freshman English: Listening and Speaking[Liu, Ai-Ping]

Showing semester, course code, course name and instructor.

Basic information					
01 - How often were you absent from this course?					
<input checked="" type="radio"/> Never	<input type="radio"/> 1-3 weeks	<input type="radio"/> 4-6 weeks	<input type="radio"/> 7-12 weeks	<input type="radio"/> More than 13 weeks	
02 - I registered and attended this course.					
<input type="radio"/> Strongly agree	<input checked="" type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree	
03 - Besides the school hours, how much time did you spend on the course every week?					
<input checked="" type="radio"/> 10 above hours	<input type="radio"/> 6-9 hours	<input type="radio"/> 4-5 hours	<input type="radio"/> 1-3 hours	<input type="radio"/> 1 hours or less	
04 - How many times has the instructor missed the class? (Make-up classes shall be counted as attendance)					
<input checked="" type="radio"/> Never	<input type="radio"/> 1 times	<input type="radio"/> 2 times	<input type="radio"/> 3 times	<input type="radio"/> 4 times	<input type="radio"/> More than 5 times
Evaluation of the course being undertaken					
05 - The instructor provides syllabus and grading policy at the beginning of semester.					
<input checked="" type="radio"/> Strongly agree	<input type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree	<input type="radio"/> Unable to answer
06 - The course is well-prepared and informative.					
<input type="radio"/> Strongly agree	<input checked="" type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree	<input type="radio"/> Unable to answer
07 - I can feel the instructor's teaching enthusiasm in class.					
<input type="radio"/> Strongly agree	<input checked="" type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree	<input type="radio"/> Unable to answer
08 - The course provides organized content that is helpful for knowledge acquisition.					
<input type="radio"/> Strongly agree	<input checked="" type="radio"/> Agree	<input type="radio"/> Common	<input type="radio"/> Disagree	<input type="radio"/> Strongly disagree	<input type="radio"/> Unable to answer

09 - The designing of learning materials suits my need.

Strongly agree Agree Common Disagree Strongly disagree Unable to answer

10 - The instructor is proficient in the course content area.

Strongly agree Agree Common Disagree Strongly disagree Unable to answer

11 - Clear and comprehensible lecture is provided in this course.

Strongly agree Agree Common Disagree Strongly disagree Unable to answer

12 - The instructor is willing to help students solving questions.

Strongly agree Agree Common Disagree Strongly disagree Unable to answer

13 - The instructor or T.A. provides effective and fair assessment for tests, homework or presentations.

Strongly agree Agree Common Disagree Strongly disagree Unable to answer

14 - In general, the instructor's teaching performance is satisfactory.

Strongly agree Agree Common Disagree Strongly disagree Unable to answer

Comments or suggestions for this course : You are welcome to express opinion toward this class. Please avoid emotional wording. We will forward all the suggestions to the course instructor and the department office. Your identity remains confidential and is not submitted with the response.

15 - My reflection and suggestions to this class (e.g. Teaching attitude, instructing method, teaching materials, class assessments, use of teaching aids, course content and supplementary etc.).

老師的教學讓我受益良多，對於同學的疑問也都仔細耐心的講解。

16 - Does the instructor have gender prejudice or the discrimination of language and behavior? If yes, please explain it.
 Note:
 1. If you have questions regarding gender equality, please refer to Gender Equity Education Committee of NCU. Ext. 57268; email: ncu57268@ncu.edu.tw.
 2. According to Article 19 of Gender Equity Education Act, "when using teaching materials and engaging in educational activities, teachers shall maintain gender equity consciousness, eliminate gender stereotypes, and avoid gender prejudice and discrimination. Teachers shall encourage students to take courses in fields that are not traditionally affiliated with their gender."

無。

Send Out

5. If there is any question remaining uncompleted, the following message will pop up:

「 You haven't filled out all the questions in the questionnaire. Please check this questionnaire again. Thank you! 」

Please double check whether all the questions are filled out before you submit the questionnaire.