

DUE between: Feb. 27th – Apr. 7th

**MANDATORY
EOPS/CARE FACULTY FEEDBACK FORM
SPRING 2017**

Faculty Feedback Form can be signed and submitted in person, emailed to sceops@saddleback.edu or faxed to (949) 364-6949. You must make a counseling appointment to review your feedback form with an EOPS counselor.

NAME _____ I.D. # _____

STUDENT SIGNATURE _____ DATE _____

(As a student in the EOPS/CARE program, I fully authorize the sharing of information between my professors, my counselors, and the staff of the EOPS/CARE office at Saddleback College.)

Remember to be considerate of your professor's time by making an appointment by phone or email to discuss course expectations.

Dear Professor,

Thank you for helping our student attain a better understanding of your course expectations. This information will be used in an academic counseling session to help the student be more successful in their academic program at Saddleback College.

	PERMORMANCE EVALUATION (brief statement on student's performance in your class)	PROGRESS GRADE (If available)	INSTRUCTOR'S SIGNATURE	DATE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

RECEIVED BY: _____ DATE _____

COUNSELOR REVIEWED: _____ DATE _____

SIS Inputted by _____ Database Inputted _____

STUDENTS: PLEASE follow additional instructions on reverse side of this form.

INSTRUCTIONS: PLEASE READ CAREFULLY!!

If you have Online Classes, please do the following:

- Use your Saddleback College email to contact your instructor for comments regarding your progress in the class, print out response from the instructor and attach.

OR

- Print out and attach the grade section from Blackboard.

To receive contact credit:

- Feedback and instructors' signatures must be provided for **all** courses in which you are enrolled.
- **If the instructor does not have office hours, attempt to get input from the instructor via email using your Saddleback College email. Attach a copy of the email to this form.**
- **FORM MUST BE SUBMITTED IN THE EOPS OFFICE BY THE DEADLINE**

8 Week Classes:

- If you have a 2nd 8-week class that just started, list the class on the front of this form and put the start date. You must submit a **new** Form for your 2nd 8-week class mid-way through the class to receive credit for your Faculty Feedback Form.

EOPS Office Hours:

Monday – Thursday	8:00 a.m. – 4:30 p.m.
Wednesday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 12:00 noon

If you have any questions, please call (949)582-4620 or stop by the office SSC 126.