

Sample email text for contacting students

Sample One: Semester start

Subject: <Unit Code> <Unit Name> Semester <#>, <YYYY>, eVALUate Unit Survey

Hi everyone

This announcement is to let you know that you will be invited to eVALUate this unit and our teaching.

An invitation email will be sent to your UTAS account with a link to the personalised survey within it. I would be grateful if you could complete the survey.

The eVALUate Unit Surveys will be open at the end of semester and will stay open until after exams have finished. You will also receive reminder emails for incomplete surveys.

We really value your feedback and incorporate suggestions and comments from students into the course wherever possible.

Sample Two: During semester

Subject: <Unit Code> <Unit Name> Semester <#>, <YYYY>, eVALUate Unit Survey

Dear students

As discussed in class, it is valuable to have your feedback on the unit and teaching within the eVALUate student survey each semester. In the past, student feedback has resulted in various improvements to the unit including <give one or two examples>.

A summary of the Unit surveys and other information is available on the SERRU website: <http://www.utas.edu.au/student-evaluation-review-and-reporting-unit/evaluate>.

When you receive your survey invitation within your UTAS inbox, please take the time to give us your constructive feedback. It is completely confidential as the survey is run by the eVALUate Officer independently of the faculties and schools. Results aren't released until after your final grade is confirmed at the end of Semester.

Your comments and suggestions can help us to keep improving the quality of <Unit Name>.

Sample Three: Semester end

Subject: <Unit Code> <Unit Name> Semester <#>, <YYYY>, eVALUate Survey

Dear students

Now that the examinations are complete, I would like to ask you to complete the Semester <#>, <YYYY>, eVALUate Survey for my unit, <Unit Code> <Unit Name>.

The information that the survey provides allows the development of unit materials, enhances the learning outcomes for future students and also improves the quality of teaching at UTAS.

The invitations for the eVALUate surveys can be found within your UTAS email account (webmail).

Thank you for your assistance.
