
M E M O R A N D U M

DATE: December 13, 2000
TO: CASE Fall 2000 Instructors
FROM: Alysha Hawkins, Academic Coordinator
RE: End of the Semester Reminders

As the semester begins to approach its close, I hope that you have found your CASE experience worthwhile. Here are a few updates and reminders about the end of the semester:

- 1) Students should have turned into you their signed, blue timesheets to you by November 22, 2000. You may use them to help determine each student's grade. **It is extremely important for you to return your students' timesheets to the CASE office when you are finished collecting them and/or using them to determine grades.** As soon as you have collected your students' timesheets and used them for grading purposes, please send them to the CASE office, 191 College Avenue. The CASE program not only uses them in data collection efforts, but also keeps them on file in case you are asked to write a reference for one of your CASE students in the future.
- 2) **Enclosed are copies of an evaluation developed by CASE in conjunction with the Teaching Excellence Center.** During the last two weeks of class, please allow your students some time to complete the evaluations, and return to TEC. Specific directions for completing the evaluations are enclosed. These evaluations provide CASE with important feedback that is valued by our program and used for strengthening CASE for future students.
- 3) **Also enclosed is a "Faculty Evaluation of CASE".** This form gives you an opportunity to provide feedback about your CASE experience. Please take a moment to complete the evaluation and return it to the CASE office, 191 College Avenue. Your feedback is valuable to us and will be used for program planning.
- 4) If you have not done so already, please forward a copy of your syllabus to the CASE office, 191 College Avenue.

Thank you for your cooperation and assistance! Please feel free to contact the CASE academic coordination staff with any questions or concerns, 732/932-8660 x12. We are appreciative of your participation as a CASE faculty member and welcome any feedback you may have. Best wishes for the rest of the semester!