**Course Evaluations: Peer Feedback Template**

Use this template to exchange with a colleague and distill the positive comments from teaching evaluations as well as summarizing the critical feedback.

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|  # | **Comments** **from Course Evaluation** | **Themes** **&** **Trends**  | **Colleague’s** **Feedback** **&** **Comments** | **Solutions** **&** **Action Plans** |
| 1 | **Example:*** Certain assignments were ambiguous.
* Lab instructions were at times unclear.
 | **Example:** * Unclear directions.
 | **Example:** * Clearly communicate the tasks students are expected to complete.
 | **Example:** * Provide students with a weekly checklist via Brightspace by D2L.
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