Course Evaluation – The Session Field

This Session field in SSASECT determines how a course will be evaluated through the course evaluation survey.

Courses are classified into one of four survey types:

- Online
- Standard face-to-face
- Field-based
- Lab.

You may need to consult with the instructor or department chair to decide how to classify the course.

Use the following steps to classify each course so that it will be surveyed correctly in the Course Evaluations survey.

1. Step 1: Is this an online course? (more than 50% of the instruction is delivered via the internet or other non-face-to-face method).
2. Step 2: If yes, then (a) enter the Instructional method in SSASECT as 08 or 09 and (b) leave the Session field blank.
3. Step 3: If it is not an online course, and its instruction method is coded 01, 07, or 10, then it is considered a face-to-face course for survey purposes and may be classified as a lab, field-based, or standard face-to-face course as described in the following steps.
4. Step 4: If it is a lab course (e.g., most commonly CHEM, BIOL, and PHYS have lab sections), then (a) the instructional method must be 01, 07 or 10 and (b) Session must be coded with L, which stands for Laboratory course.
5. Step 5: If it is a field-based course (e.g., student teaching, field placement, certain seminars, etc.) then (a) the instructional method must be 01, 07, or 10 and (b) Session must be coded with F. The F stands only for Field-based course.
6. Step 6: If it is a Standard face-to-face course (does not meet criteria for being an online course and students meet in classroom with instructor), then (a) the instructional method should be 01, 07 or 10 and (b) Session should be left blank.

Please note the following:

a) The Session field can have three codes (F, L, N) or can be left blank.
b) The F means Field-based, L means Lab, and N means the course is not to be surveyed in Course Evaluations (use of N requires chair approval),
c) F in the Session field does not stand for “face-to-face,”
d) “Standard-face-to-face” is used to identify the traditional classroom-teaching format where an instructor is present; field-based and lab courses are also taught face-to-face but are not the “standard” face-to-face format.
e) Field-based courses involve instruction delivered outside of the classroom and often by a non-ECU site instructor; the Field-based SPOTS survey form specifies that the ECU instructor is to be evaluated in the survey.

f) If the instructional method is online, the course cannot be surveyed as a Standard face-to-face, Field-based, or Lab course.

g) If a course is taught online but you believe it could also be classified as a field-based or lab course, you need to just code it as an online course (use instructional method code of 02, 08, 09, or 11 and leave Session blank).

Please contact Institutional Effectiveness, with any questions you have concerning Course Evaluations.