



DEPARTMENT OF ANTHROPOLOGY

UNIVERSITY OF WISCONSIN - MADISON

COURSE COMMENT SHEET

Anthropology Course:

Instructor:

Teaching Assistant:

Nature of complaint:

Date(s) occurred:

Where (Classroom, Office)

Were others involved?

Explanation of what happened:

Supporting information:

Attempt at resolution by Instructor or TA:

(Use other side, if necessary)

NAME (please print)

ID

ADDRESS

PHONE

SIGNATURE

DATE

(Your identity will be protected. The complaint investigator will not provide your name or other personal information, but comments of a serious nature must be verified and will be disclosed.)

PLEASE SUBMIT THIS FORM TO THE DEPARTMENT CHAIR OR ADMINISTRATOR.

GRIEVANCE PROCEDURE

The Department of Anthropology had developed a grievance procedure through which you may register comments or complaints about a course, an instructor, or a teaching assistant. The Department continues to provide a course evaluation each semester in every class. If you wish to make anonymous complaints to an instructor or teaching assistant, the appropriate vehicle is the course evaluation. If you have a disagreement with an instructor or teaching assistant, we strongly encourage you to try to resolve the dispute with them directly. The grievance procedure is designed for situations where neither of these channels is appropriate.

If you wish to file a grievance, use this Course Comment Sheet and then submit the completed form to the Department Chair or Department Administrator. When completing the comment sheet, you will need to provide a detailed statement that describes what aspects of the course you find unsatisfactory. You will need to sign the sheet and provide your student identification number, your address, and a phone number where you can be reached. The department will investigate comments fully and will respond in writing to complaints.

Your name, address, phone number, and student ID number will not be revealed to the instructor or teaching assistant involved and will be treated as confidential. The Department needs this information because it may become necessary for a commenting student to have a meeting with the department chair or a nominee to gather additional information. Name and addresses are also necessary for providing a written response.