Including information about Teaching Surveys in your syllabus is helpful for letting students know how important the process is. You can always check the survey period dates on our Website, https://teaching.pitt.edu/omet/, and plan to give class time so students may complete the survey.

Here is an example of what you might include in your syllabus:

**Teaching Surveys**
Students in this class will be asked to complete a Student Opinion of Teaching Survey. Surveys will be sent via Pitt email and appear on your CourseWeb landing page during the last three weeks of class meeting days. Responses are confidential and I don’t see results until after final grades are posted. Please take time to thoughtfully respond, your feedback is important to me.