

Suggested Summary & Response Template and Example

Course name: PW2033: Prospective Warehousing Policies 2

Summary of Student comments ¹	Date comment received	Response from Academic Staff	Expected completion date (if required)	Action Owner
There are too many tutorial questions to finish them in the tutorial session.	13/04/15	The important questions will be highlighted in advance; students are expected to do the others in their own time	To be done on a weekly basis during the next academic year, from January 2016	Course lecturer
The videos shown during the lectures were very useful	13/04/15	No action needed: they will continue in future years	N/A	N/A
The first two weeks were boring; they covered material already covered last year	13/04/15	This material is essential for students who did not take the level 1 course. Advanced reading topics will be provided for students who wish to read ahead in these two weeks.	Reading topics have been identified and placed on the course Moodle page (13/09/15)	Course lecturer
The lecturer talks too fast	13/04/15	The lecturer can try to speak slower, and will emphasise to the class that interruptions from students who wish to ask questions are welcome.	To be done at the start of the course in January 2016	Course lecturer

¹ Note that both positive and negative comments should be summarised here.