

Instructor / Course Evaluation Form

As a follow-up to this course, your feedback would be appreciated and we ask that you complete the following evaluation form. The purpose of this evaluation is to receive comments from attendees on courses offered so that we can evaluate and improve our product and its delivery.

At the bottom of the evaluation form is a place for comments. You are encouraged to offer both suggestions for improvement as well any positive feedback letting us know what you found helpful in the course. The information obtained from this evaluation will be used to review and assess the quality and thoroughness of the information provided and to identify areas where improvements or changes may be implemented.

Title of Course: _____ Course Number: _____

Instructor: _____ Location: _____

Date: _____ Time: _____ Credit Hours: _____

Instructor Evaluation	Excellent	Good	Average	Fair	Poor
Demonstrated knowledge of course content					
Presented information in a logical way that was easy to understand					
Use varied techniques in addition to lectures such as role-playing, props, lesson aids, or games					
Encouraged discussion and questions					
Responded satisfactorily to questions					
Gave real-world examples to illustrate concepts					
Followed the course outline					
Conducted himself or herself in a professional and courteous manner					
Kept to the scheduled times for start, breaks, and end of class sessions					
Maintained control of the class; handled disruptions appropriately					

Course Evaluation	Excellent	Good	Average	Fair	Poor
Objectives of this course were consistent with expectations and content					
Practical value of content					
Content and materials provided were current and relevant to applicable laws and market conditions					

If you rated any parts of the evaluation as “average” or below, please explain the reason for your rating.

What suggestions do you have to improve this course?

What did you find helpful or useful while attending this course?

Name: (optional) _____

Date: _____