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INSTRUCTOR SUMMARY of Student Evaluations

INSTRUCTORS: Please summarize student evaluations using this form, keep student evaluation forms on file at your office forms and submit this summary with Invoice.

COURSE CONDUCTED: _____

Date(s) of Course _____ Number of Students Completing Course _____

OVERALL ANSWERS TO THE FOLLOWING:

Was the time the course was offered convenient? ___ Yes ___ No
The material and information presented was: ___ very Useful ___ of some use ___ not of much use
Time spent on the course was: ___ not enough ___ about right ___ too much
Three (3) areas/topics covered which I did not know before:

Any areas/topics where too much time was spent:

Any areas/topics with not enough time devoted or unclear presentation:

Evaluation of videos (if applicable) ___ very informative ___ uninformative
___ too much use of video (not enough instruction) ___ insufficient screen (blocked view)

Reaction to Instructor:

• Knowledge of the subject ___ Excellent ___ Good ___ Fair ___ Poor
• Ability to communicate subject ___ Excellent ___ Good ___ Fair ___ Poor
• Ability to hold my interest ___ Excellent ___ Good ___ Fair ___ Poor

Suggestion for change or improvement::

Overall evaluation regarding the course presentation:

___ Excellent ___ Good ___ Fair ___ Poor

Other comments for overall evaluation: _____

Date: _____

Instructor Signature