

The “Participant Course Evaluation Form,” found on the following two pages, is a five-factor tool that can be used either for formative evaluation to assist with mid-course corrections, or as a summative instrument after the course is completed. Students are able to complete the evaluation in just a few minutes. The results can quickly be summed and reviewed because the form conveniently divides information into separate areas of concern.

The first area of concern is “Self-Assessment” because learning is in large part the responsibility of the learner, and not the instructor only. Here students are asked to identify the four most important learning goals of the course and to indicate their own perceived level of attainment of each goal. It can be instructive at many levels to know whether students are or are not aware of the main goals of a course.

The second factor or area of concern is the “Evaluation of the Instructor,” which is separated from later areas that focus on the course content or the learning environment. The instructor evaluation questions focus on teaching methods, approach, and attitude.

The third factor, “Course Evaluation” focuses on the organization, learning materials, course content, and level of perceived challenge. It is especially useful to differentiate the instructor evaluation from the course evaluation in those situations where the instructor is not the person who designed the course, selected the textbook or learning materials, or established the organization reflected in the syllabus and assignments.

Because facilities and support staff contribute in important ways to learning, those elements form the fourth factor. Often these essential elements are not within the control of the instructor, and so it can be helpful to note where they inhibit or enhance learning apart from anything the instructor may be doing.

And, because students may have more they wish to communicate, the fifth area of this instrument invites students to share their comments and suggestions.



## Participant Course Evaluation Form

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

Term: \_\_\_\_\_ Date: \_\_\_\_\_

**Please respond to the questions in all five areas:**

- I. Self –Assessment
- II. Instructor Evaluation
- III. Course Evaluation
- IV. Facilities and Support Staff Evaluation
- IV. General Comments and Suggestions

### *I. Self-Assessment – What Were the Course Goals and Did You Achieve Them?*

Write in what you understand to be the four most important learning goals of the course and then circle the number that best describes your personal level of accomplishment of that goal.

1= Poor                  2= Fair                  3= Satisfactory      4 = Good                  5 = Excellent

1 2 3 4 5	Goal #1:
1 2 3 4 5	Goal #2:
1 2 3 4 5	Goal #3:
1 2 3 4 5	Goal #4:

### *II. Instructor Evaluation – Approach, Methods, Skills, Attributes*

For each statement below, circle the extent to which you disagree or agree with each statement.

1= Strongly disagree      2= Disagree      3= Neutral      4 = Agree      5 = Strongly Agree

1 2 3 4 5	The instructor was appropriately respectful of those of us enrolled in this course.
1 2 3 4 5	The instructor’s teaching methods assisted me in achieving the course’s learning goals.
1 2 3 4 5	The instructor appeared knowledgeable in the subject area.
1 2 3 4 5	The instructor encouraged useful participation through discussion and other activities.
1 2 3 4 5	The instructor modeled the good thinking, sound judgment, and ethical decision-making.
1 2 3 4 5	The instructor presented difficult course material clearly.
1 2 3 4 5	The instructor enjoys teaching.
1 2 3 4 5	I would recommend this instructor for teaching this course or related courses in the future.



## Participant Course Evaluation Form

### III. Course Evaluation – Content, Organization, and Learning Materials

For each statement below, circle the extent to which you disagree or agree with each statement.

1= Strongly disagree    2= Disagree    3= Neutral    4 = Agree    5 = Strongly Agree

1 2 3 4 5	The course content corresponded well to the course's stated learning goals.
1 2 3 4 5	The course materials and handouts helped me achieve the course's learning goals.
1 2 3 4 5	The way the course was organized facilitated my achieving its learning goals.
1 2 3 4 5	The course content was applicable to my own goals for taking the course.
1 2 3 4 5	The course was scheduled at day(s) and time(s) that fit well for my other commitments.
1 2 3 4 5	The course was intellectually challenging.
1 2 3 4 5	I recommend that this course continue to be offered in the future.

### IV. Facilities and Student Support Services Evaluation:

For each statement below, circle the extent to which you disagree or agree with each statement.

1= Strongly disagree    2= Disagree    3= Neutral    4 = Agree    5 = Strongly Agree

1 2 3 4 5	The physical facilities contributed to a positive learning environment.
1 2 3 4 5	The instructional equipment available contributed to the success of the course.
1 2 3 4 5	In my interactions with them, the office and technical support staff were professional.
1 2 3 4 5	The catalogue description of this course was accurate.
1 2 3 4 5	The school's web site and electronic information services are easy to use.
1 2 3 4 5	I will recommend to my friends and colleagues that they take courses from this school.

**V. General Comments and Suggestions.** Please take a moment to write your ideas for how we can improve the course you took or any other aspect of our educational services. Thank you.