

Instructor Evaluation Form

Instructor: _____

Date: _____

Course name: _____

Evaluator (optional): _____

Course Location: _____

Instructor (5 = Expert, 4 = Very Good, 3 = Satisfactory, 2 = Needs Work, 1 = Unacceptable, N/A = Not Applicable)

		5	4	3	2	1	N/A
Presentation Skills	1. Instructor was prepared and demonstrated expert subject knowledge						
	2. Exhibited poise and confidence						
	3. Communicated effectively (attitude, enthusiasm, voice, eye contact)						
	4. Used media effectively (PowerPoint, course materials, flipcharts)						
	5. Encouraged participation and questions						
	6. Listened effectively to students						
	7. Handled disruptions in class						
	8. Answered students questions						
	9. Gave useful feedback (including answering questions)						
Format	10. Stated main points clearly at beginning of each chapter						
	11. Covered main points adequately enabling students to understand materials						
	12. Provided practical examples, applications, and illustrations						
	13. Summarized main points at the end of each chapter						
	14. Used time effectively; was concise and to the point; did not go off on tangents						
	15. Explained how the material could be used (relevancy to the workplace)						
	16. Assessed students' comprehension throughout the course						
Overall instructor evaluation							

		5	4	3	2	1	N/A
Publicity, Registration, and Facility	17. The program brochure adequately described the course.						
	18. The registration process was effective.						
	19. The facility provided an excellent learning environment.						
	20. Overall satisfaction with the course.						

Especially for ratings of 1 or 2 above, what would you suggest the instructor do to improve?

General comments about the instructor:

(Please write additional comments on the back of this form.)