**APPENDIX L**

**McKimmon Center for Extension & Continuing Education**

**COURSE EVALUATION FORM**

Your evaluation of this course/program provides us with vital feedback that will be used to drive important changes in any part of the training delivery process, such as refining of training materials and methods or revisions to content. Your feedback is useful and appreciated.

Course Name:

Course Date(s)

Your Name

Your Organization and Title

Address

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| **Response Definition: 1-Strongly Agree 2-Agree 3-Strongly Disagree** | **1** | **2** | **3** |
| **PLEASE RATE OUR PERFORMANCE** |  |  |  |
| 1.The advance registration process for this course was easy |  |  |  |
| 2. Check in staff was courteous and responsive |  |  |  |
| 3. Classroom environment was conducive to learning |  |  |  |
| 4.Meals and/or break services were satisfactory |  |  |  |

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| **RATE THE INSTRUCTOR’S PERFORMANCE AND INTERACTION WITH PARTICIPANTS** |  |  |  |
| 5.Provided useful, real world examples that directly applied to situations I experience in my work |  |  |  |
| 6.Provided constructive feedback to the participants |  |  |  |
| 7.Involved participants in activities and discussions |  |  |  |
| 8.Overall performance was effective and helped me to learn |  |  |  |
| 9.I would take another course with this instructor |  |  |  |

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| **PLEASE RATE THE COURSE CONTENT AND MATERIALS** |  |  |  |
| 10.Course materials were clear, easy to understand and logically organized |  |  |  |
| 11.Course materials given to me were useful and of high quality |  |  |  |
| 12.Visual presentations were professional and relevant |  |  |  |
| 13.Advertisements for the course matched with the course content |  |  |  |

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| **KNOWLEDGE YOU HAVE GAINED AS A RESULT OF TAKING THIS COURSE.** |  |  |  |
| 14.My knowledge and skill level has increased as a result of taking this course |  |  |  |
| 15.I will use the new skills I have learned from this course in my job |  |  |  |
| 16.Course met the learning objectives |  |  |  |
| 17.I would recommend this course to others in my field |  |  |  |

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| 18.What did you find MOST valuable about this course? Please tell us why. |
| 19.What did you find LEAST valuable about this course? Please tell us why. |

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| 20.Please list at least three things that you learned during this course that you did not know before. |

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| 21.What if anything should be done to improve the course? |

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| 22.Give specific examples of how you will use the knowledge you gained from this course in carrying out the responsibilities of your job. |

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| 23.Any other comments you care to make: |