

(SAMPLE – Customize in Red Areas – in Word)

**Course Title**

**Date, Location**

### WORKSHOP EVALUATION

Your comments and suggestions are important to us. Many of us here – from instructors to staff personnel – review evaluations to see how we can take each class experience the best possible. Please share your thoughts with us. Feel free to make specific suggestions for improvement. Your feedback matters!

	Excellent	Very Good	Good	Fair	Poor
<u>Course Content</u>	_____	_____	_____	_____	_____

Comments:

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Instructor

<b>Name</b>	_____	_____	_____	_____	_____
Was well prepared and knowledgeable:	_____	_____	_____	_____	_____

Comments:

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Teaching Assistants (if applicable)

<b>Name</b>	_____	_____	_____	_____	_____
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Comments:

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Overall, the seminar was \_\_\_\_\_

The information was useful \_\_\_\_\_

My expectations were met \_\_\_\_\_

Information was clear \_\_\_\_\_

Class materials were valuable \_\_\_\_\_

I would recommend this seminar to others yes \_\_\_\_\_ no \_\_\_\_\_

(over please)

What was the most important piece of information you will “take away” from this seminar?

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Were there any areas you would have liked covered in more detail?

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Do you have any suggestions that would improve your experience of the class?

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Please share a brief review of your experience.

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Thank you for sharing your thoughts, comments, and suggestions.

Do we have permission to use your comments above as a testimonial in our future educational efforts?

Name: \_\_\_\_\_

Signature: \_\_\_\_\_