

Administrator School Student Evaluation Instructor Summary Form

*****Trainer Instructions:** Use this form to SUMMARIZE the combined student feedback from class. Read all of your student comments and then complete Parts 1 – 3 in their entirety. Enter the 'average' rating for each of the Part 2 questions. Please enter all student comments under each question (as applicable) *or* at the end of the form. Save your completed form and then email it to kyarbrough@mooseintl.org

PART 1 – Class Details

Training Date: ___/___/___ through ___/___/___

Training Location (Lodge #) _____ City _____ State _____

Trainer Name(s): _____

Roles in Attendance: # of Administrators _____ # of Office/Clerical _____

Other Role _____ List 'Other' Roles _____

PART 2 – Student Ratings (click the average response)

Strongly Disagree  Strongly Agree

1. Information in this course is clear and understandable. 1 2 3 4 5

2. Overall, the pace of this course was appropriate. 1 2 3 4 5

3. Exercises reinforced comprehension of the topics. 1 2 3 4 5

4. Course materials were well prepared; easy to follow. 1 2 3 4 5

5. Please list the most *effective* exercise(s). 1 2 3 4 5

6. Please list any *ineffective* exercise(s). Explain. 1 2 3 4 5

PART 2 – Student Ratings (cont.)

Strongly
Disagree



Strongly
Agree

7. I have a better understanding of the resources/support available to me. 1 2 3 4 5

8. I feel better prepared to do my job. 1 2 3 4 5

9. I learned ways to leave a better audit trail (e.g., make my membership or financial records more accurate). 1 2 3 4 5

10. I will apply what I learned when I return to my Lodge. 1 2 3 4 5

11. I would recommend this course to other Administrators. 1 2 3 4 5

12. The Instructor is knowledgeable on the topics covered. 1 2 3 4 5

13. The Instructor is patient. 1 2 3 4 5

14. The Instructor explained topics thoroughly; repeated when necessary. 1 2 3 4 5

15. The Instructor made the class enjoyable. 1 2 3 4 5

16. The number/duration of breaks was adequate. 1 2 3 4 5

17. The training environment was comfortable. 1 2 3 4 5

PART 3 – Comments

Enter all STUDENT COMMENTS in the space provided below.

Enter any TRAINER COMMENTS in the space provided below.
