

## Administrator School Student Evaluation

INSTRUCTIONS: Please complete this evaluation in its entirety. PLEASE provide comments wherever possible – under each question, or at the end of the survey. Your feedback helps to ensure the effectiveness of the course design. Thank you, in advance, for your feedback!

<b>PART 1: Class Details</b>					
Training Date					
Training Location	Lodge #:	City:	State:		
Trainer Name(s)					
Your Lodge Name: _____ Your Lodge #: _____ Your Current Role: <input type="checkbox"/> Administrator <input type="checkbox"/> Officer/Clerical <input type="checkbox"/> Other Position: _____					
<b>PART 2: Student Ratings</b>					
Course Design	Strongly Disagree				Strongly Agree
1. Information in this course is clear and understandable.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Overall, the pace of this course was appropriate.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Exercises reinforced comprehension of the topics.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. Course materials were well prepared; easy to follow.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
5. Please list the <i>most-effective</i> exercise(s):					
6. Please list any <i>ineffective</i> exercise(s). Explain.					

<b>PART 2: Student Ratings (cont)</b>					
<b>Applicability</b>	<b>Strongly Disagree</b>				<b>Strongly Agree</b>
7. I have a better understanding of the resources/support available to me.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
8. I feel better prepared to do my job.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
9. I learned ways to leave a better audit trail (e.g., make my membership or financial records more accurate).	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
10. I will apply what I learned when I return to my Lodge.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
11. I would recommend this course to other Administrators. Why, or Why not?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Instructor</b>	<b>Strongly Disagree</b>				<b>Strongly Agree</b>
12. The instructor is knowledgeable on the topics covered.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
13. The instructor is patient.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
14. The instructor explained topics thoroughly; repeated when necessary.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
15. The instructor made the class enjoyable.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
16. The number/duration of breaks was adequate.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
17. The training environment was comfortable.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Additional Comments or Suggestions</b>					