



OREGON STATE UNIVERSITY
COLLEGE OF FORESTRY
An Evaluation of
CONTINUING EDUCATION PROGRAMS
(Participant Survey)

Sample Standard Event Evaluation
Event Title, Date

Purpose of this evaluation: Your feedback will help us assess the effectiveness of the educational programs we offer and the people who conduct them. Your opinions are greatly appreciated and will be treated with respect and confidentiality.

Background Information:

Job Title _____ Organization _____ Years in present position _____

DIRECTIONS:

1. Please, use #2 pencil only.
2. Answer questions 1 through 13 on the attached mark sense form.
3. Blacken one circle per question in the Test A column.
"A"= most favorable rating (very well, very effectively, etc.)
"B"= favorable.
"C"= average.
"D"= least favorable rating (not well, not effectively, etc.)
"E"= does not apply, no opinion, unable to judge.
4. Do not fill out your name, your social security number or any optional information on the mark sense form.
5. Return both written comments, borrowed pencil and mark sense form in our return evaluation box.

QUESTIONS:

1. How well does the "target audience" description for this particular program fit you?
(Target audience description.)
2. How important is the overall topic of this program to you?
3. How well did the program leaders describe what you were to learn in this program?
4. How well did the subject matter presented match the overall purpose you had in mind?
5. How well did the type of instructional activities used (lectures, field trips, computer demonstrations, discussions, etc.) help achieve the overall purpose of this program?
6. How effectively were individual segments of instruction tied together (topics introduced, information integrated, conclusions drawn, etc.)?
7. If instructional problems occurred during the program (time over-runs, bad weather, speaker cancellations, etc.), how well were they handled?
8. Were the speakers responsive to questions during "Question and Answer" periods and during breaks?

OVER

9. How well were logistical arrangements (registration, food, lodging, travel, etc.) handled for this program?

10. How much did you learn in this program?

11. How important is what you learned in this program?

12. Overall, how would you rate this symposium program?

13. How useful were the handout materials provided?

WRITTEN COMMENTS: Please provide any additional comments that will help us evaluate and improve our programs.

Was any important information/topic not covered?

Instructional Design: (Audience Description, Goals and Objectives, Purpose, etc.)

Content: (Topics, Level of Difficulty, etc.)

Instructors/Instructional Technique: (Individual Instructors, Methods Used, etc.)

Arrangements: (Registration, Food and Lodging, Travel within the Program, etc.)

Other Comments:

THANK YOU FOR YOUR TIME AND OPINIONS
Return to: Conference Coordinator, College of Forestry,
Oregon State University, 202 Peavy Hall, Corvallis, OR 97331-5707