
COURSE EVALUATION

The process of evaluation is a vital part of the Region Staff College curriculum. There are two major benefits from obtaining students' evaluations:

- The students are asked to reflect on the sequencing, content, and method of presentation of the subject matter, and the overall implementation of the staff college. Suggest that you ask the students to evaluate each topic and speaker immediately after each class. Directors should decide whether students should either pass their topic/speaker forms to the seminar advisor daily until the end of the college, and then they must be returned to the students to be incorporated into the final evaluation form, or retained by the student until the college's conclusion. This gives timely feedback to the curriculum coordinator and instructors.
- Another benefit is the obvious feedback the final evaluations provide for the director and staff. Staff colleges have been continuously improved based on the STUDENTS' diagnosis of college weaknesses. Directors and planners, in turn, find ways to strengthen presentations and blocks of instruction.

One type of evaluation is the topic/lecture long form which breaks down the evaluations into individual lectures, seminars, and activities. The advantage of this form is the level of detail that can be achieved in student feedback. Another type of evaluation is the combined topic evaluation, or short form. The advantage to this form is its concise nature and ease of understanding, in addition, the topics are grouped by day, cutting down on the volume of paper generated. Both of these types of forms are used to provide feedback on individual subjects.

Other evaluations include the social event evaluation, measuring the quality of the planned social events of the college; and the seminar advisor critique, which measures the students' impressions of the seminar advisor.

The final evaluation provided is the overall course evaluation form. The purpose of this evaluation is to give students the opportunity to evaluate the Region Staff College as a total experience.

The next few pages contain suggested evaluations forms. RSC directors may either use these forms, or tailor them to better fit the needs of their individual staff college.