

SEC Evaluation – Instructor Summary

Instructions: Use this form if you are NOT returning individual student evaluations to Moose International. Read all student evaluations and then ‘summarize’ the data on this form. Complete Parts 1 –3 in their entirety. Please e-mail your completed Instructor Summary to Education and Training at kyarbrough@mooseintl.org or fax it to 630.966.2211.

PART 1: Class Details

Training Date: _____

Training Location: Lodge # _____ City _____ State _____

Trainer Name(s): _____

Attendance Information:

Moose Legion Name: _____
and # (list all in attendance) _____

Total # Secretaries _____ Total # Assistant Secretary _____

Total # Other: _____ Title(s) _____

Total # Other: _____ Title(s) _____

PART 2: Student Ratings / Comments

Course Design	Strongly Disagree	1	2	3	4	Strongly Agree
1. Information contained 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. Exercises reinforced my comprehension of the topics. _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
3. 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"/>	
4. Please list the <i>most-effective</i> exercise(s): _____ _____						
5. Please list any <i>ineffective</i> exercise(s). Explain: _____ _____						

PART 2: Student Ratings / Comments (cont)

Applicability	Strongly Disagree				Strongly Agree
6. I have a better understanding of the resources and support available to me. _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
7. 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"/>
8. I have a better understanding of how the Moose Legion Secretary and Assistant Secretary interact. _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
9. I will apply what I have learned when I return to my Moose Legion. _____ _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
10. I would recommend this course to other Moose Legion Secretaries. Why, or Why not? _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

Instructor	Strongly Disagree				Strongly Agree
11. 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"/>
12. The instructor is patient. _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
13. The instructor explained topics thoroughly and repeated when necessary. _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
14. 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"/>

PART 3: Student Comments (type student comments below)