# COURSE UNIT EVALUATION FORMS (This should be according to the module)

## PRE-COURSE EVALUATION FORM

This form should be completed and submitted together with the registration form no later than one week before the course date.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gender: M \_\_\_\_\_\_ F \_\_\_\_\_\_\_\_\_; Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please spend a few minutes to provide us with the following information:**

1. Briefly describe your job function

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. How many years of experience do you have in your current job?

1-3 years \_\_\_\_\_\_\_\_ 4-6 years \_\_\_\_\_\_\_ 7-9 years \_\_\_\_\_\_\_\_ 10 years or more \_\_\_\_\_\_\_

3. How did you get to know about this course?

From supervisor\_\_\_\_\_\_\_\_\_\_ From colleague \_\_\_\_\_\_\_\_ Others Please specify \_\_\_\_\_\_\_\_\_

4. Are you attending this course voluntarily or was it made mandatory for you to attend?

Voluntary \_\_\_\_\_\_\_\_\_\_\_\_ Mandatory \_\_\_\_\_\_\_\_\_\_\_\_

5. Is this the first time you will be attending a COPE course?

a) Yes, this will be my first time \_\_\_\_\_

b) No, this will be my \_\_\_\_\_\_ time (indicate the number of times of have attended COPE courses)

6. How familiar are you with the subject are of the course?

Very familiar\_\_\_\_\_\_\_\_\_\_\_\_\_ Familiar\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Not familiar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Do you feel that the course will be beneficial to you? Please state the reasons for your answer. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. What is your present level of skill with regard to the subject area of this course?

None\_\_\_\_\_\_ Low\_\_\_\_\_\_\_ Moderate \_\_\_\_\_\_\_ High \_\_\_\_\_\_\_\_\_

9. What challenges do you face in your current job that is related to the subject area of the course? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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10. What are your supervisor/manager’s expectations after you have completed the course? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Thank you for your co-operation.***

## POST COURSE EVALUATION- Develop forms specific to the modules

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please rate the following aspects for the course unit on a 1 to 5 scale | Not satisfactory | Fair | Ok | Good | Excellent |
| 1 | 2 | 3 | 4 | 5 |
| Timing of the course |  |  |  |  |  |
| Duration (length) of the course |  |  |  |  |  |
| Teaching facilities |  |  |  |  |  |
| Quality of presentations |  |  |  |  |  |
| Delivery of the presentations |  |  |  |  |  |
| Relevance of the topics |  |  |  |  |  |
| Coverage of the topics |  |  |  |  |  |
| Class room |  |  |  |  |  |
| Course unit facilitator |  |  |  |  |  |
| Class exercises |  |  |  |  |  |
| Laboratory Practicals |  |  |  |  |  |
| Use and relevance of case studies |  |  |  |  |  |
| Group discussions |  |  |  |  |  |
| Field trips |  |  |  |  |  |
| Field demonstrations |  |  |  |  |  |
| Quizzes and examinations |  |  |  |  |  |
| Meals, transport and accommodation |  |  |  |  |  |
| Overall logistics and preparation |  |  |  |  |  |
| Overall satisfaction with the course  |  |  |  |  |  |
| **General comments on the course unit** |
| **Please comments on the following**  |
| What did you like most in this course unit? |
| What other topics would like included in the course in the course unit? |
| What did you not like in the course unit? |
| What would you like improved in the content and delivery of the course unit? |
| Would you recommend this course to other professionals working in Phytosanitary systems? |