Colin Woolf Excellence in Course Coordination
Evaluation Form

1-poor   2-fair   3-good   4-above average   5-exceptional

Criteria	Score	Comments

• Needs Assessment
   o Extent of assessment
   o Comprehensiveness of sources (e.g. past participants input from evaluations, input from representatives from target audience, published gaps in literature, new information published relevant to topic and audience)
   o Methods (e.g. past evaluations, surveys, informal input sought, focus groups, literature searches)		

• Course Planning
   o Does planning committee include representatives from all sectors of target audience?
   o Promotion of course		

• Course design/ Organization of course
   o Methods of teaching (didactic, workshops, hands-on etc)
   o Evidence of interactivity
   o Is length of course appropriate to objectives?
   o Uniqueness/innovation (in teaching methodology, knowledge translation, course design, topic selection etc)		

• Evaluation Opportunities
   o What methods were used to evaluate course and presenters?
      ▪ Quantitative, opportunities for qualitative feedback through comments, ratings for lecturers as well as sessions, ability to evaluate if session met stated objectives as well as if it met the personal participant objectives		

• Evaluation Feedback
   o Numeric data
   o Comments		

• Learning Outcomes /Fulfillment of course objectives o Data documenting learning outcomes were achieved (eg. Test scores, participant rating of personal achievements in course, scores showing change in attitudes, knowledge or behaviours, participant ratings of likelihood of change)		
Overall Score (addition of all of above Max=30		