**Session Evaluation Template**

[Insert facilitator name here]

[Insert name and date of session to be evaluated here]

[Clearly state the purpose of the evaluation here (i.e., meaningful input from students is essential for improving courses; feedback provides guidance for improvement)]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Poor** | **Fair** | **Good** | **Very Good** | **Excellent** |
| **Please provide a rating for the session.** |  |  |  |  |  |
|  | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| **The session was well-organized.** |  |  |  |  |  |
| **The facilitator managed the session effectively (*e.g., communicated content clearly, encouraged participant engagement*).** |  |  |  |  |  |
| **This session helped me develop my skills and/or knowledge.** |  |  |  |  |  |
| **Please provide any additional comments you have:** | | | | | |

Would you like to add questions or topics?

<https://assessment.provost.wisc.edu/best-practices-and-sample-questions-for-course-evaluation-surveys/>

<https://teaching.berkeley.edu/course-evaluations-question-bank>

<https://www.cdc.gov/dhdsp/docs/tip_sheet_evaluating_training.pdf>