

Archival Continuing Education (ACE) Guidelines (2017)
Sample Evaluation Form for Individual Program and Instructor

Course Title: **NAME**

Date: **DATE**

Location: **LOCATION**

I. Assess the workshop from the standpoint of what you gained from the experience:

How well did the workshop meet the following stated objectives?

	Not at all					On target
Understand the basic elements of an electronic records program, including file formats, authenticity, and management strategies;	1	2	3	4	5	
Know strategies for working with records creators ranging from university employees to donors of personal papers; and	1	2	3	4	5	
Have a basic understanding of the open source tools available for ingest and management of electronic records.	1	2	3	4	5	
New knowledge/skills acquired	Very little 1	2	3	4	Substantial 5	
Likelihood of applying concepts to your work	Not likely 1	2	3	4	Very likely 5	
Expectations met per advertising	Not at all 1	2	3	4	On target 5	

II. Rate the methods and materials relative to their value in accomplishing the workshop:

	NA	Poor				Outstanding
Clarity of participant handouts	0	1	2	3	4	5
Content of participant handouts	0	1	2	3	4	5
Pre course readings	0	1	2	3	4	5
Exercises/group discussions	0	1	2	3	4	5
Clarity of audio-visual aids	0	1	2	3	4	5
Content of audio-visual aids	0	1	2	3	4	5

III. What aspect of the workshop methods/materials was most valuable to you? Why?

IV. What aspect of the workshop methods/materials would you change? Why?

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V. How would you rate the individual instructor(s)?

Instructor: NAME

	Poor			Outstanding	
Knowledge of topic	1	2	3	4	5
Preparation	1	2	3	4	5
Ability to handle questions	1	2	3	4	5
Presentation skills	1	2	3	4	5

Additional Comments for Tim:

Instructor: NAME (if applicable)

	Poor			Outstanding	
Knowledge of topic	1	2	3	4	5
Preparation	1	2	3	4	5
Ability to handle questions	1	2	3	4	5
Presentation skills	1	2	3	4	5

Additional Comments for Seth:

VI. May we use your evaluation and name for testimonials? ___Yes ___No

Name (optional): _____

VII. What other workshop topics do you need for your continuing education and where would you like to see them held?

VIII. How did find out about this workshop? Please circle all that apply:

Archival Outlook In the Loop Email Blast Listserv Announcement
Twitter Facebook SAA Website Postcard Other (Please Specify) _____

Thank you in advance for completing this evaluation. The Committee on Education of the Society of American Archivists appreciates your assistance to help it maintain the highest standard of archival continuing education. Please complete this form and return it to the instructor at the conclusion of the course, or return it via mail or fax to:

Society of American Archivists; 17 North State Street, Suite #1425; Chicago, IL 60602;
Voice 312/606.0722—Fax 312/606.0728