Name of the Workshop:

Name(s) of the Instructor(s):

Name of Auditor:

Date of Workshop Audited:

I. Content Coverage of the Workshop

* Score each with a 1 (low) – 5 (high) ranking to indicate your assessment of the veracity of that statement based on your review of workshop proposal, overviews/agendas, evaluations, and other materials.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Please place an “x” in the appropriate column, use* ***1=low****, undesirable, to* ***5=high****, excellent.* | **1** | **2** | **3** | **4** | **5** |
| 1. **Program adequately covers the subject matter that it addresses.** What might enhance this program? Are there any topics or perspectives that should be represented, but aren't? Does any of the content seem superfluous?  Comments: |  |  |  |  |  |
| 2. **Subject matter reflects current archival practices and theory commonly accepted in the profession.** Are there issues that should be covered that would make the program timelier? Is any of the subject matter problematic in terms of commonly accepted archival theory and practice?  Comments: |  |  |  |  |  |
| 3**. Do you think the workshop met the stated goals and learning objectives?**  **Comments:** |  |  |  |  |  |
|  | 1 | 2 | 3 | 4 | 5 |
| 4. **The time line or agenda for the workshop is appropriate and workable**. Did it allow sufficient time for active engagement between workshop participants and the instructor(s)? Are there ways the instructor(s) might improve the timing or flow of the workshop?  Comments: |  |  |  |  |  |

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

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| --- |
| NA Poor Outstanding |
| The delivery methods are relevant to the  goals and objectives, and to the content 0 1 2 3 4 5 |
|  |
| 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 |
|  |
| The workshop format adequate to 0 1 2 3 4 5  the materials covered |
|  |
| The workshop methods support 0 1 2 3 4 5  instructor-student interaction or,  if appropriate, student to student interaction |

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| 1. Would the impact of the workshop be heightened by the adoption of the following teaching methods:  a. More student interaction  b. Hands on experience with the techniques being demonstrated  c. Case studies?  Please explain: |

Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **How would you rate the individual instructors?**

**Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| 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 |
|  |
| Ability to engage the students 1 2 3 4 5 |
|  |

Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
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| Presentation skills 1 2 3 4 5 |
|  |
| Ability to engage the students 1 2 3 4 5 |
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Additional Comments:

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

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