

Instructor(s): _____ Date: _____

Course Title: _____ Section: _____

Number Participants/Respondents: _____

Participant Survey Procedure

To be administered at the end of class on the first day of instruction.

Instructor responsibilities:

1. Write your name, date, title, section, and the number of participants on this form and on the White/Black board.
2. Go over the *Participant Survey* form to the participants.
3. Find a volunteer or select a participant to proctor the survey.
Name of proctor: _____

4. Explain to the proctor what to do.

Proctor responsibilities:

- a. Distribute the survey forms to each of the participants in the course (including self).
 - b. Each participant will insert his or her form into the envelope without looking at the other participant forms.
 - c. Seal the envelope after all the forms have been turned in.
 - d. Place the envelope in the mail box next to the OCEWD office, Room CE101.
5. Thank participants.

Instructor(s): _____ Date: _____

Course Title: _____ Section: _____

Number Participants/Respondents: _____

Instructor and Participant Course Evaluation Procedure

To be administered at the end of class on the last day of instruction.

Instructor responsibilities:

1. Write your name, date, title, section, and the number of participants on this form and on the White/Black board.
2. Complete the *Instructor Course Evaluation* form and insert it into the envelope.
3. Go over the *Participant Course Evaluation* form to the participants.
4. Find a volunteer or select a participant to proctor the evaluation.
Name of proctor: _____
5. Explain to the proctor what to do.

Proctor responsibilities:

1. Distribute the evaluation forms to each of the participants in the course (including self).
 2. Each participant will insert his or her form into the envelope without looking at the other participant forms.
 3. Seal the envelope after all the forms have been turned in.
 4. Place the envelope in the mail box next to the OCEWD office, Room CE101.
6. Thank participants.