

[workshop title here]
[Spring/Fall workshop here], [location here]
[date]
Evaluation Form

1. Overall, the workshop was (please circle a number):

not worthwhile 1---2---3---4---5---6---7---8---9---10 **very worthwhile**

Please explain:

2. What aspect of the workshop was most valuable to you? Why?

Please respond to the following questions by marking the appropriate box with one being the lowest ranking and five being the highest

	1	2	3	4	5	N/A
3. How would you rate the instructor						
a. Knowledge of the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Ability to handle questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Workshop Logistics						
a. Workshop location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Meeting room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Advertising/publicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Other comments/suggestions

6. Possible topics to be explored at future SCA workshops