



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
REAL ESTATE COMMISSION
REAL ESTATE EDUCATION COMMISSION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@delaware.gov

COURSE PROVIDER EVALUATION REPORTING FORM
INSTRUCTIONS

Course provider must:

1. Tally student evaluation sheets.
2. Enter totals below and average the instructor evaluation ratings.
3. To determine the average evaluation rating:
 - Questions 1 - 7 are rated as answered.
 - Questions 8 - 12 are rated as follows: Yes or Agree = 5, No Opinion = 3, No or Disagree = 1
 - To tally percentages, take the actual total divided by the maximum possible total.
 - Tally each section's percentage by dividing the actual total by the maximum possible total.
4. Obtain the instructor's signature(s) on this form to indicate that each instructor has reviewed this evaluation result.
5. Summarize the comments on a separate sheet and enclose the sheet with this form.
6. Enclose copies of the instructor and course approval letters.

Submit completed form and enclosures to the Real Estate Education Committee at the address above.

1. Course Sponsor: _____ Course Date: _____
2. Module: _____
3. Course Title: _____

4. Have each instructor sign next to his or her printed name.

| INSTRUCTOR NAME | INSTRUCTOR'S SIGNATURE |
|-----------------|------------------------|
| | |
| | |
| | |

Rating Scale:

- Excellent 5
Above Satisfactory 4
Satisfactory 3
Needs Improvement 2
Unsatisfactory 1

Evaluation of Instructor

| CRITERIA | RATING TALLY | | | | | AVERAGE RATING (%) |
|---|--------------|---------|---------|---------|---------|--------------------|
| Effective in Teaching Subject Matter | 5 _____ | 4 _____ | 3 _____ | 2 _____ | 1 _____ | _____ |
| Confident in Instructor's Knowledge | 5 _____ | 4 _____ | 3 _____ | 2 _____ | 1 _____ | _____ |
| Communicated in Clear, Concise Manner | 5 _____ | 4 _____ | 3 _____ | 2 _____ | 1 _____ | _____ |
| Showed Enthusiasm about Course Material | 5 _____ | 4 _____ | 3 _____ | 2 _____ | 1 _____ | _____ |
| Answered Questions Effectively | 5 _____ | 4 _____ | 3 _____ | 2 _____ | 1 _____ | _____ |
| Encouraged Participation | 5 _____ | 4 _____ | 3 _____ | 2 _____ | 1 _____ | _____ |

Used Examples and Illustrations As Needed

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

Overall Instructor Rating (%) _____

Evaluation of Course Content

| CRITERIA | RATING TALLY | | | AVERAGE RATING (%) |
|---|--------------|------------|-------------|--------------------|
| | Yes/Agree | No Opinion | No/Disagree | |
| Content Was Clear and Easy to Understand | _____ | _____ | _____ | _____ |
| Gained Information to Implement in Business | _____ | _____ | _____ | _____ |
| Valuable Course | _____ | _____ | _____ | _____ |
| Overall Course Content Rating (%) | | | | _____ |

Evaluation of Facility and Service

| CRITERIA | RATING TALLY | | | AVERAGE RATING (%) |
|---------------------------------------|--------------|------------|-------------|--------------------|
| | Yes/Agree | No Opinion | No/Disagree | |
| Facility Promoted Learning | _____ | _____ | _____ | _____ |
| Staff Was Helpful and Friendly | _____ | _____ | _____ | _____ |
| Overall Facility & Service Rating (%) | | | | _____ |

Enclose

- separate sheet summarizing comments
- copies of the instructor and course approval letters for this class