



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

STATE OF DELAWARE  
**REAL ESTATE COMMISSION**  
**REAL ESTATE EDUCATION COMMITTEE**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

**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.
7. 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 _____	_____
<b>Overall Instructor Rating (%)</b>						_____

### 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	_____	_____	_____	_____
	<b>Overall Course Content Rating (%)</b>			_____

### Evaluation of Facility and Service

CRITERIA	RATING TALLY			AVERAGE RATING (%)
	Yes/Agree	No Opinion	No/Disagree	
Facility Promoted Learning	_____	_____	_____	_____
Staff Was Helpful and Friendly	_____	_____	_____	_____
	<b>Overall Facility &amp; Service Rating (%)</b>			_____

**Enclose**

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