

Using Rate Your Program Course Evaluations

Encouraging course participants to provide feedback and then using that feedback to improve instruction is an essential aspect of any quality educational effort.

To meet this goal, HSI requires that students be given the opportunity to evaluate their course using the Rate Your Program course evaluation form.

Use the following guidelines when having students fill out a course evaluation:

- Distribute the Rate Your Program course evaluation form to all students at the end of the course or skill session.
- Have students identify the name and brand of the programs being used for the course, the name of the primary instructor, and the date of the course.
- Instruct students to rate the listed items about course presentation, instructor(s), materials, location, and equipment.
- Ask students to complete a self-assessment on their emergency skills and willingness to respond in an emergency.
- Finally, have students provide any details about what they liked most and least about the course.
- Allow students adequate time to complete the evaluation.
- Collect the evaluations and return them to the Training Center responsible for the course.

All information obtained by HSI through this process is reviewed and shared with the training center, instructor, or instructor trainer as appropriate.

Inform students that they may also provide Rate Your Program feedback directly to HSI using a web-based form at <http://www.hsi.com/rateyourprogram>.