



Lesson Plan: Instructor and Course Evaluations

**Topic:** Instructor and Course Evaluations

**Presenter:** West Michigan Regional Medical Consortium CE Sponsor Program

**Location:** West Michigan Regional Medical Consortium CE Sponsor Locations

**Credit Category:** Measurement and Evaluation

**License Level:** IC

**Credits:** 2

**Format:** 2 hour lecture

**Objectives:** The participant of the CE session will:

Cognitive

1. Describe the process for evaluating instructors.
2. Discuss the considerations for developing class evaluation instruments.
3. Explain the benefits of evaluation findings.
4. Develop a course / instructor evaluation tool

Psychomotor

None

Affective

None

**Outline for Lecture Presentation:**

1. Introductions
2. Process for evaluating instructors
  - a. Supervisory instructor evaluations
  - b. Supervisory evaluation forms
  - c. Performance evaluation processes
  - d. Three stages of instructor evaluations
  - e. After the evaluation
3. Class Evaluation Instruments
  - a. Class evaluations
  - b. Student evaluation of instructors
  - c. Student class evaluations
  - d. Performance or skills tests



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4. Benefits of evaluation findings
  - a. Findings from evaluations
  - b. Instructor strengths
  - c. Instructor weaknesses
5. Develop a course/Instructor evaluation tool
6. Summary and Questions

**Student Evaluation Method:** No formal evaluation of participants will occur.

**Evaluation of Presentation:** Continuing Education Program Sponsor Evaluation Form will be filled out by all participants.

**Rationale for Presentation:** The rationale for this presentation is so that instructors understand the responsibility of evaluating the job performance of other instructors. Instructor supervisors must be trained in evaluation techniques, evaluation forms and utilizing information from student evaluations.