

Handout 7: Sample MLA Evaluation Form

EXAMPLE FOR TEACHING PURPOSES ONLY

Medical Library Association → → → Continuing Education Course/Symposium Evaluation

Course/Symposium Title: Class about Medical Library Issues

Date: mm/dd/yy → → → **Instructors:** John and Jane Doe

Sponsors: Medical Center

City & State: Anytown, USA

1. On a scale of 1 to 4 (with 4 being the highest, best, or most, and 1 being the least or worst), rate the following instructor(s) or Presenter(s) by circling the number that applies.

Instructor(s) or Presenter(s) Name:	Knowledgeable	Well prepared/organized	Effective presenter	Responsive to Questions
	High.....Low	High.....Low	High.....Low	High.....Low
1. John Doe	4.....3.....2.....1	4.....3.....2.....1	4.....3.....2.....1	4.....3.....2.....1
2. Jane Doe	4.....3.....2.....1	4.....3.....2.....1	4.....3.....2.....1	4.....3.....2.....1
3.	4.....3.....2.....1	4.....3.....2.....1	4.....3.....2.....1	4.....3.....2.....1
4.	4.....3.....2.....1	4.....3.....2.....1	4.....3.....2.....1	4.....3.....2.....1

2. Please check the appropriate rating for each of the following aspects of this session.

Agree → Somewhat Agree → Somewhat Disagree → Disagree → N/A

Instructional Materials

Were used effectively → → → → →

Were relevant/useful → → → → →

Hands-on sessions were useful → → → → →

Session Objectives

Met my expectations → → → → →

Session Content

Was well organized → → → → →

Length was appropriate for course content → → → → →

I Acquired

Knowledge & skills I can use → → → → →

Facility was

Conducive to learning → → → → →

3. Identify the major strengths of this session (check one or more)

Instructors → Demos/Hands-on → Networking → Creative ideas

Information gained → Support materials → Other: _____

4. What part of this session was most helpful?

5. What part of this session was least helpful?

6. Overall, I would give this session a grade of: A → B → C → D → F

7. Additional Comments
