

Course Evaluation

The evaluation is focussed on the following performance indicators

1. Information, preparation and homework before the course	2
1.1 Information about the course programme	2
1.2 Enrolment and practical information	2
1.3 Distributed course materials	2
1.4 Homework	2
2. The design and content of the course	3
2.1 Organisation of the course	3
2.2 Clear objectives.....	3
2.3 Content in general.....	3
2.4 Appropriate balance of activities	3
3. Quality of the teaching	4
3.1 The level of qualification.....	4
3.2 The pedagogical approach.....	4
3.3 A participatory didactic	4
3.4 Overall rating.....	4
4. Course venue, materials and equipment	5
4.1 Course venue.....	5
4.2 AV equipment.....	5
4.3 Course materials	5
4.4 Overall course environment	5
5. Quality of the domestic arrangements	6
5.1 The logistic frame.....	6
5.2 Accommodation	6
5.3 Meals.....	6
5.4 The cultural and social programme	6
6. Quality of the transnational and intercultural dimension	7
6.1 Intercultural qualities	7
6.2 The language challenge	7
6.3 Development of positive attitudes towards Europe	7
6.4 Overall rating of the transnational course.....	7
7. How would you improve this course?	8

Evaluation scale

- 1 = *poor/unsatisfactory* - major weaknesses
- 2 = *fair* - some important weaknesses
- 3 = *good* - strengths outweigh weaknesses
- 4 = *very good* - major strengths

1. Information, preparation and homework before the course	1	2	3	4
1.1 Information about the course programme	poor	fair	good	very good
I was well informed about the objectives of this course.				
I was well informed about the content of this course.				
I was aware of the prerequisites for this course.				
1.2 Enrolment and practical information	poor	fair	good	very good
The procedure of enrolment was clear and effective				
Appropriate prior travel and accommodation information issued to participants				
Appropriate prior information on other practical questions issued to participants				
1.3 Distributed course materials	poor	fair	good	very good
I received the course materials in good time before the course				
I had the ability to read the course materials before the course				
How are the quality and use of the received course materials				
1.4 Homework	poor	fair	good	very good
Appropriate prior information on expected homework before the course				
The expected homework was appropriate				
I had the ability and commitment to fulfil the expected homework				
Possible comments to the information and homework before the course				
Mention 1-3 points of weaknesses:				
Mention 1-3 points of strengths:				
Mention 1-3 points that can improve the information and homework:				

2. The design and content of the course	1	2	3	4
2.1 Organisation of the course	poor	fair	good	very good
Evidence of a clear planning of the course programme				
Evidence of a clear planning of enrolment and practical guidance				
Appropriate selection of participants				
2.2 Clear objectives	poor	fair	good	very good
The objectives of the course are clear to me.				
Appropriate content, clearly related to the aims and objectives of the course				
Evidence that the course achieved its objectives				
2.3 Content in general	poor	fair	good	very good
Were the topics covered in sufficient detail?				
How easy was it to understand the content?				
Evidence that the difficulty level of this course is appropriate.				
2.4 Appropriate balance of activities	poor	fair	good	very good
Appropriate blend of speaks, workshops, tests, peer work and plenum				
Relevant mixture of icebreaking activities, didactic sessions, workshops, social activities, cultural excursions, and free time				
Realistic timescales: The pace of this course is appropriate				
Possible comments to the design and content of the course				
Mention 1-3 points of weaknesses:				
Mention 1-3 points of strengths:				
Mention 1-3 points that can improve the design and content of the course:				

3. Quality of the teaching	1	2	3	4
3.1 The level of qualification	poor	fair	good	very good
How well prepared were the trainers and leaders				
Trainers and leaders have the appropriate subject competence and knowledge				
Trainers and leaders communicated well with the necessary language skills				
3.2 The pedagogical approach	poor	fair	good	very good
Instructors' presentation abilities including to provide real world experience?				
Instructors' ability to listen and respond appropriately to questions?				
The activities in this course gave me sufficient practice and feedback.				
3.3 A participatory didactic	poor	fair	good	very good
Evidence that participants could contribute with their own expertise				
Evidence of participants sharing roles and responsibilities during the course				
Evidence that expectations of participants have been taken into account				
3.4 Overall rating	poor	fair	good	very good
How were the flow/structure of practical information to the participants				
The course activities stimulated my learning.				
Your overall rating of trainers and leaders?				
Possible comments to the teaching				
Mention 1-3 points of weaknesses:				
Mention 1-3 points of strengths:				
Mention 1-3 points that can improve the teaching at the course:				

4. Course venue, materials and equipment	1	2	3	4
4.1 Course venue	poor	fair	good	very good
Was the plenum room comfortable and conducive to learning?				
Were the classrooms comfortable and conducive to learning?				
Were the workshop rooms comfortable and conducive to learning?				
4.2 AV equipment	poor	fair	good	very good
Was the standard of the equipment satisfactory?				
Were the ICT-tools sufficient and suitability to the planned sessions?				
How was the support and assistance for the use of the ICT-tools?				
4.3 Course materials	poor	fair	good	very good
How well did the course materials follow the course?				
How were the relevance and quality of materials issued during the event				
Will it have a potential use for me as future reference material				
4.4 Overall course environment	poor	fair	good	very good
Were the standard of the training facilities as you expected?				
How suitability is the training facility for a week course?				
Overall rating of the training facilities (course venue)?				
Possible comments to the course facilities:				
Mention 1-3 points of weaknesses:				
Mention 1-3 points of strengths:				
Mention 1-3 points that can improve the course facilities:				

5. Quality of the domestic arrangements	1	2	3	4
5.1 The logistic frame	poor	fair	good	very good
How is the logistic quality with different places for hotel, meals and course				
What quality do the logistic conditions have for free time and social activities				
How is the quality of a course situated in the centre of Ljubljana				
5.2 Accommodation	poor	fair	good	very good
How is the quality of the hotel room				
How is the quality of the breakfast				
What are your overall rating of the hotel				
5.3 Meals	poor	fair	good	very good
How is the quality of having the lunch at the Hidden Corner?				
How is the quality of having dinners at different places during the course?				
How are the service and conditions for the coffee breaks at the course venue?				
5.4 The cultural and social programme	poor	fair	good	very good
How were the possibilities for cafe visits/social gatherings in the free time?				
How was the Boat trip Monday evening?				
How was the concert of the Brass Band Tuesday evening?				
How was the one-day excursion Wednesday?				
Possible comments to the domestic arrangements				
Mention 1-3 points of weaknesses:				
Mention 1-3 points of strengths:				
Mention 1-3 points that can improve the design of the course:				

6. Quality of the transnational and intercultural dimension	1	2	3	4
6.1 Intercultural qualities	poor	fair	good	very good
Quality of having a group of instructors from different sectors and countries.				
Intercultural quality of having a group of participants from different countries.				
Quality of having participants from different generations and cultural sectors.				
6.2 The language challenge	poor	fair	good	very good
Our workshops manage the language challenge and worked well together.				
Evidence of strategies for overcoming language difficulties for the participants				
I felt encouraged by my group members to engage in the discussions				
6.3 Development of positive attitudes towards Europe	poor	fair	good	very good
Opportunities to share information about own countries and education systems				
The extent and quality of the European dimension				
Development of positive attitudes towards transnational European activities				
6.4 Overall rating of the transnational and intercultural dimension	poor	fair	good	very good
This course lived up to my expectations.				
Was the content suited to your requirements?				
Would you recommend this course to others?				
How satisfied are you with the overall experience of the course				
Possible comments to the trans-national quality				
Mention 1-3 points of weaknesses:				
Mention 1-3 points of strengths:				
Mention 1-3 points that can improve the design of the course:				

7. How would you improve this course?	No need	Maybe	Yes, important	Yes, very important
Provide better information before course				
Clarify the course objectives.				
Reduce content covered in course.				
Update content covered in course				
Improve the instructional methods.				
Make course activities more stimulating				
Improve course organization.				
Make the course less difficult.				
Slow down the pace of the course.				
Improve the ICT-tools used in the course.				
Improve the cultural visits				
Improve the cultural excursion				
Improve the frame of social gathering in the free time				
Improve the used evaluation methods				
What will you recommend?				
What other improvements would you recommend in this course? Mention 1-3 points				
What is least valuable about this course? Mention 1-3 points				
What is most valuable about this course? Mention 1-3 points.				