

Faculty Course Survey

1. Do you feel the time allotment for each course objective is appropriate?
2. Would you recommend changing any of the course objectives or course title? If yes, how so?
3. Were you able to present your material with a focus on both associations and chambers?
4. Were you able to release students on time for breaks and the end of class? If not, why?
5. What percentage of the time was used for:

 Introductions ___% + Presenting ___% + Facilitating ___% + Group Exercises ___% = 100%
6. Would you recommend this course remain in the curriculum? If you would like it to change, please share your thoughts.
7. Were you able to stay on topic, or did you have to go off topic? If so, why?
8. Do you feel the curriculum was well received? If not, why?
9. Did you encounter any challenges?
10. Did you have everything you needed for the class on time?

Additional Comments:

COURSE AUDIT FORM

****Course Description and Objectives can be found in the Institute Planner****

1. Did the course cover all of the objectives and allocate the appropriate amount of time for each?
2. Was the course helpful for and geared to both association and chamber professionals?
3. If you were to add an objective to this course, what would it be?
4. Do you think the objective you wrote above should replace one of the current objectives to better reflect industry trends and practices? If so, which objective should it replace?
5. What could be done to make this course more applicable to and in line with industry trends?
6. Was the theme of diversity discussed (if applicable to the subject matter)? If so, how? If not, was there a place where it could have been woven in?

Additional comments regarding the curriculum or instructor:

Auditor: _____
Organization: _____
Course: _____
Instructor: _____
Site: _____

Course Code: C150 Instructor: JUSTIN PATTON

Class Section: 1-1

Course Title: COMMUNICATING WITH CONFIDENCE

Institute Location: Winter Midwest Southeast West Northeast

To assist Institute in its commitment to continual improvement, please mark the choice which best corresponds to your answer or opinion. Mark circles like this not like this

About the Instructor

	Strongly Agree	Agree	Somewhat Agree Somewhat Disagree	Disagree	Strongly Disagree
The instructor tailored the course to Chamber/Association needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor welcomed questions and encouraged participation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this instructor to teach this course again.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

About the Course

	Strongly Agree	Agree	Somewhat Agree Somewhat Disagree	Disagree	Strongly Disagree
The course addressed concepts relevant to my professional development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course was conducted at a suitably challenging level for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this course for Chamber/Association professionals like myself.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

About the Course Objectives

	Strongly Agree	Agree	Somewhat Agree Somewhat Disagree	Disagree	Strongly Disagree
1. The instructor adequately covered the following course objective: HONING YOUR VERBAL AND NON-VERBAL COMMUNICATION SKILLS.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The instructor adequately covered the following course objective: DELIVERING YOUR IDEAS AS MESSAGES THAT RESONATE.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor adequately covered the following course objective: BUILDING AN EFFECTIVE PRESENTATION.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Suggestions and Comments

Please use this area to provide further comments in regard to this course and/or instructor. Your feedback is very important to the continued improvement of our academic program.



ABSENCE RESPONSE PLAN



U.S. CHAMBER OF COMMERCE FOUNDATION
Institute for Organization Management

IF LESS THAN HALF A CLASS IS MISSED...

The attendee must research and write a blog on the topic of the class. This blog must include three outside sources and follow all IOM Blog guidelines and procedures.

IF MORE THAN HALF A CLASS IS MISSED...

The attendee must attend a seminar on the subject matter of the class and then write a blog. The seminar must be approved by Institute staff before the attendee can participate in the seminar to make up missed class time.

MAKE-UP BLOGS: GUIDELINES AND PROCEDURES

Guidelines

- Blogs should be 200-500 words.
- Blogs should reference three outside sources.

Procedure for submission

- Email your blog in a word document to Carly Flick at cflick@usuchamber.com. In the body of the email, please indicate your name, site attended, class missed, and amount of class time missed.
- Please also submit a high-res headshot and short bio.

Post-submission process

- You will receive a direct link to your blog via email on the day it is published.
- Your blog may be pushed out through social media once it is published.
- *Please note: Not all make-up blogs are published.*

Important Policy Notes

- Institute reserves the right to edit for length or grammar without changing the integrity of the content.
- Because Institute is a program of the U.S. Chamber of Commerce Foundation, a 501(c)3 affiliate of the U.S. Chamber of Commerce, Institute is not able to publish content that is of a political nature.
- If your blog does not meet the required standards for make-up work, Institute staff may send the blog back to you and ask for revisions to be made.

Institute's blog can be found at: institute.uschamber.com/blog