

## COURSE AUDIT FORM

---

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

1. What unique adult learning styles did the instructor engage with the objectives to make the content experience more relevant or practical?
2. How did the faculty member present the content so it was fully inclusive for 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?

Additional comments regarding the curriculum or instructor:

# 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 at least three outside sources and follow all IOM Blog guidelines and procedures and be a minimum of 375 words.

## **IF MORE THAN HALF A CLASS IS MISSED...**

The attendee must research and write a blog on the topic of the class. This blog must include at least three outside sources and follow all IOM Blog guidelines and procedures and be a minimum of 750 words.

## **MAKE-UP BLOGS: DEADLINES, GUIDELINES AND PROCEDURES**

### **Deadlines**

- First-year through third-year attendees: makeup blogs are due within 60 days after your Institute site.
- Fourth year attendees: make-up blogs are due on-site.

### **Guidelines**

- Blogs should be a minimum of 375 words for missing less than half a class.
- Blogs should be a minimum of 750 words for missing more than half a class.
- Blogs should reference at least three outside sources.

### **Procedure for submission**

- Email your blog in a word document to Caitlin Gayles at [cgayles@usuchamber.com](mailto:cgayles@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 biography.

### **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](http://institute.uschamber.com/blog)

# COURSE EVALUATIONS



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

---

Course Code:

Instructor:

Class Section:

Course Title:

Institute Location:

To assist Institute in its commitment to continuous improvement, please answer the following questions on a scale of 1-5 (1 being poor- 5 being excellent):

## About the Instructor

- I would recommend this instructor to teach this course again.
- The instructor welcomed questions, encouraged participation, and stimulated my interests.
- The instructor tailored this course to the nonprofit industry.

## About the Course

- The information presented in this course is valuable to my continuing education.

**Open Ended Question:** Please comment on the following: a) specific strengths of the instructor; b) specific areas of improvement for the instructor; c) areas of improvement for the course. Please be thoughtful, professional, and constructive in your feedback.