Interagency Aviation Training (IAT) Course Evaluation Job Aid

Background

The Training Division (AMD-TD) in coordination with the IAT subcommittee has modified the IAT course evaluation form (AMD-111). This revision enhances the collection of information needed to revise courses and assess the quality of instruction. As an IAT instructor, you should ensure evaluations are completed for all courses and returned to the AMD-TD. In order to make the process as easy as possible, AMD-111's are automatically created every time a course is registered or saved on the IAT.gov website. Below are detailed instructions on how to print and submit your course evaluations. Please contact Chris Huether, AMD-TD (Chris_Huether@nbc.gov) with any questions. Thank you for your efforts as an IAT instructor and in the implementation of this evaluation process.

Creating Course Evaluations

Evaluations for all IAT courses are completed on the AMD-111 form. These forms are automatically generated for instructors when they create a course on the IAT.gov website. Here are instructions on printing and submitting course evaluation forms.

1. Insert the course you are going to teach on the IAT website. Upon inserting the class your course evaluations should automatically open as a PDF file. You can print them at this time or save them if you like.

2. If they do not appear or you wish to print them at a later time you can also access them from the instructor portion of the website by clicking on "My Upcoming Classes"

3. Select the course for which you would like to create evaluations; this will open the class detail page. There is a green button on the bottom right that will link you to a PDF file of your evaluations.

4. Here is an example of what the course evaluation form looks like. Please do not use the older version of the AMD-111 form. Note: if you are teaching a B3 course, please have the students fill out the evaluation for each of the modules within the B3 curriculum. To conserve paper and ease processing please print the form double sided.

AMD-111 10/2010

Interagency Aviation Training Course Evaluation Form

Course Code: A-101 - Aviation Safety (Basic Safety Module)

Date: May 06, 2015

Please shade the bubble

1. How well did you know the course material before beginning the course?	Not well at all	①	②	③	④	⑤	Very well
2. How much more did you learn about the course topic?	Nothing at all	①	②	③	④	⑤	A lot
3. How often do you expect to apply this knowledge in the next 60 days?	Not at all	①	②	③	④	⑤	A lot
4. Have you had any previous training in the course topic?	Yes ⓨ		No ⓝ				

Please assign a rating on a scale from 1 to 5, where 1 represents "Poor" and 5 represents "Excellent", to each of the following areas:

	Poor				Excellent
Registration Process	①	②	③	④	⑤
Participant Guide (Handouts, materials, etc)	①	②	③	④	⑤
Quality of visual aids (PPT, Video, etc)	①	②	③	④	⑤
Accomplishment of Course Objectives	①	②	③	④	⑤
Relevance of course to your job duties	①	②	③	④	⑤
Overall effectiveness of instruction	①	②	③	④	⑤
Classroom physical environment (temp, light, etc)	①	②	③	④	⑤
Convenience of location	①	②	③	④	⑤

Instructor #1 name: Larry Instructor	Poor				Excellent
Knowledge of subject matter	①	②	③	④	⑤
Use of helpful examples and references	①	②	③	④	⑤
Opportunity to ask instructor questions	①	②	③	④	⑤
Instructor responsiveness to questions	①	②	③	④	⑤

Instructor #2 Name :	Poor				Excellent
Knowledge of subject matter	①	②	③	④	⑤
Use of helpful examples and references	①	②	③	④	⑤
Opportunity to ask instructor questions	①	②	③	④	⑤
Instructor responsiveness to questions	①	②	③	④	⑤

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Class ID:

5899

A-101

5. At the conclusion of the course please collect an evaluation from each student and return them to the AMD-TD. You can mail, FAX, Email or ship (FedEx/UPS) your forms, whatever is most convenient. If you would like pre-paid shipping envelopes please contact the AMD-TD at the number below. Thanks again for your participation in the IAT program.

Please contact us with any questions at 208-433-5058.

Mailing/shipping address:
AMD-TD,
300 E. Mallard, Ste.200
Boise, ID 83706

Fax: Attn.Training   208-433-5085

Email: Christine_Huether@nbc.gov