

9 Event Follow-up Evaluation Instrument¹

This instrument, suitably amended, can be used to evaluate to determine the longer-term impact of any form of development event.

[Name and date of event]Introduction

We hope very much that you enjoyed this event, and found it useful.

As well as being interested in your immediate reactions, we are also interested in the longer term impact of the event, and how ideas and practices from it are being used. The programme for the event is attached as a reminder.

We should be very grateful if you would answer these few questions.

If you answer some questions and tell us your email address, then, to thank you, we'll enter you into a draw for [.....]

Your email:

Text box

None of your responses will be attributed to you².

The questions

1 What were the most important significant ideas or practices you took from the event?

(Forced response in text box or numbered list.)

On any response go to 2

2 Have you discussed any of these ideas or practices with colleagues?

[Y/N]

On Y got to 3

On N go to 4

3 If so, approximately how many?

[Write or select number]

On any response go to 4

4 Have you used any of the ideas or practices you took from the event?

¹ This could usefully be administered by an online survey.

² Or some more formal confidentiality /data protection statement

[Y/N]

On Y got to 5

On N go to 9

5 Which ideas or practices from the event have you used, and, briefly, how?

(Forced response in text box.)

On any response go to 6

6 Have you seen any effect on the learning and capabilities of your student from using these?

On Y got to 7

On N go to 8

7 Please tell us, briefly, about these effects on the learning and capabilities of your students.

Forced response in text box.

On any response go to 8

8 May we contact you again to ask for more information on how you have used ideas from the event, and / or on any effects you have seen on the learning and capabilities of your students, as appropriate?

Y/N

On any response go to 9

9 What if any other benefits, ideas, contacts etc. resulted from your participation in the event?

Textbox for response

On any response or none go to 10

10 Thank you

[.....] Unit Manager name or event leader/facilitator

Meta data

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Author (s)	David Baume
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Title	Event follow up evaluation instrument
Keywords	Academic practice, development, evaluation, event, survey, Higher Education Academy
Description	<p>One of a series of guides on the evaluation of academic practice, academic development units, resources, events, activities and services.</p> <p>This guide, like the others in this series, is modified from an evaluation framework produced for the six Higher Education Academy Science, Technology, Engineering and Maths (STEM) Subject Centres in 2009. These Subject Centres consist of Biosciences, Engineering, Information and Computer Science, Materials Science, Maths Stats and OR and Physical Sciences.</p> <p>The author, Dr David Baume, adbaume@aol.com, is happy to be contacted for advice and support on using this evaluation tool and others in the series.</p>
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Language	English
File size	68Kb
File format	Word 2007



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