

**Emergency Preparedness and Response/Department of Homeland Security  
National Fire Academy  
Course Evaluation Form**

**Paperwork Reduction Act Notice**

Public Reporting burden for this form is estimated to average 15 minutes per response. The burden includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Emergency Preparedness and Response, 500 C St. SW, Washington, DC 20472, Paperwork Reduction Project (1660-0032) **NOTE: Please do not send your completed form to the above address.**

**DIRECTIONS FOR COMPLETING THIS FORM.** Using a pen or pencil, please complete the course evaluation form by completely darkening the appropriate bubble for each item. Please fill the bubbles in. Do not sign or put your name on the form. All responses are confidential and will be reported ONLY in aggregate form, so no one will know what you specifically have said.

**Part I  
Course Evaluation Data**

Indicate the course information for this training and complete the bubble grid to indicate the course number for this training.

Course Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
 Course Title: \_\_\_\_\_  
 Course Type: (check one)    \_\_\_Resident    \_\_\_Regional Delivery    \_\_\_Off-Campus Hazmat  
    \_\_\_Direct Delivery    \_\_\_State Weekend

Course Code Number									
1	2	3	4	5	6	7	8	9	0
						1	2	3	4
									5
									6
									7
									8
									9
									0

To what extent do you agree with each of the following?  
 The course...

Strongly Agree    Agree    Unsure    Disagree    Strongly disagree    NA

- |   |     |     |     |     |     |     |
|---|-----|-----|-----|-----|-----|-----|
| 1. increased my knowledge of this topic                                 | ___ | ___ | ___ | ___ | ___ | ___ |
| 2. allowed sufficient time to prepare in and out of class assignments   | ___ | ___ | ___ | ___ | ___ | ___ |
| 3. was well organized   | ___ | ___ | ___ | ___ | ___ | ___ |
| 4. contained sufficient practical "hands-on" opportunities              | ___ | ___ | ___ | ___ | ___ | ___ |
| 5. fostered appropriate "team-building" skills                          | ___ | ___ | ___ | ___ | ___ | ___ |
| 6. used effective teaching techniques (lecture, AVs, scenarios, web)    | ___ | ___ | ___ | ___ | ___ | ___ |
| 7. provided a balance of individual and group based teaching techniques | ___ | ___ | ___ | ___ | ___ | ___ |
| 8. helped me clarify my goals and professional expectations             | ___ | ___ | ___ | ___ | ___ | ___ |
| 9. provided up to date information                                      | ___ | ___ | ___ | ___ | ___ | ___ |
| 10. included useful web resources for the material                      | ___ | ___ | ___ | ___ | ___ | ___ |
| 11. met expectations I had from the catalog description                 | ___ | ___ | ___ | ___ | ___ | ___ |

The printed and audiovisual (AV) materials for this course...

- |   |     |     |     |     |     |     |
|---|-----|-----|-----|-----|-----|-----|
| 1. were clear and easily readable   | ___ | ___ | ___ | ___ | ___ | ___ |
| 2. supported class discussion   | ___ | ___ | ___ | ___ | ___ | ___ |
| 3. were of good technical quality   | ___ | ___ | ___ | ___ | ___ | ___ |
| 4. will be a useful reference when I get back on the job                              | ___ | ___ | ___ | ___ | ___ | ___ |
| 5. supplemented other teaching aids used in the course (lecture, AVs, scenarios, web) | ___ | ___ | ___ | ___ | ___ | ___ |

The computer resources for this course... (Check NA if not applicable)

- |   |     |     |     |     |     |     |
|---|-----|-----|-----|-----|-----|-----|
| 1. were user friendly   | ___ | ___ | ___ | ___ | ___ | ___ |
| 2. were available when I needed them  | ___ | ___ | ___ | ___ | ___ | ___ |
| 3. supplemented other teaching aids used in the course (lecture, AVs, scenarios, web) | ___ | ___ | ___ | ___ | ___ | ___ |

Have you taken other NFA classes?

On campus: \_\_\_Yes \_\_\_No  
 Off campus: \_\_\_Yes \_\_\_No

To what extent did this course **require** you to use...

	<b>Some</b>	<b>A lot</b>	<b>Not at all</b>
WEB & Internet resources	___	___	___
NFIRS data	___	___	___
Federal, local or state resources	___	___	___
GIS data	___	___	___

How might this class be improved? \_\_\_\_\_

Before taking this class, was this material...

\_\_\_ completely new to you?  
 \_\_\_ somewhat familiar to you?

How do you access information about NFA classes?  
 (check all that apply)

\_\_\_ printed catalog    \_\_\_ world wide web  
 \_\_\_ other students    \_\_\_ local departments

\_\_\_ very familiar to you?

\_\_\_ information at conferences

**Part II**  
**Course Instructors/Overall Training**

As you consider the instructor(s) for this course, to what extent do you agree that...

	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree	Not Applicable
<b>Instructor 1...Name:</b> _____						
1. knew the material well	___	___	___	___	___	___
2. regularly clarified course and assignment expectations	___	___	___	___	___	___
3. encouraged independent thinking from students	___	___	___	___	___	___
4. fostered a collaborative "team-based" learning experience	___	___	___	___	___	___
5. supplemented course with helpful experience	___	___	___	___	___	___
6. answered students' questions clearly	___	___	___	___	___	___
7. presented engaging lectures	___	___	___	___	___	___
8. led the learning process without dominating it	___	___	___	___	___	___
9. exhibited a positive attitude toward students	___	___	___	___	___	___
10. conducted the class in a professional manner	___	___	___	___	___	___
11. worked well with co-instructor	___	___	___	___	___	___
12. is worth recommending to others	___	___	___	___	___	___

Is there particular feedback you have regarding this instructor? \_\_\_\_\_

**(PLEASE SKIP TO THE TRAINING EXPERIENCE SECTION BELOW IF THERE WAS ONLY ONE INSTRUCTOR IN THE COURSE.)**

To what extent do you agree with each of the following?

	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree	Not Applicable
<b>Instructor 2...Name:</b> _____						
1. knew the material well	___	___	___	___	___	___
2. regularly clarified course and assignment expectations	___	___	___	___	___	___
3. encouraged independent thinking from students	___	___	___	___	___	___
4. fostered a collaborative "team-based" learning experience	___	___	___	___	___	___
5. supplemented course with helpful experience	___	___	___	___	___	___
6. answered students' questions clearly	___	___	___	___	___	___
7. presented engaging lectures	___	___	___	___	___	___
8. led the learning process without dominating it	___	___	___	___	___	___
9. exhibited a positive attitude toward students	___	___	___	___	___	___
10. conducted the class in a professional manner	___	___	___	___	___	___
11. worked well with co-instructor	___	___	___	___	___	___
12. is worth recommending to others	___	___	___	___	___	___

Is there particular feedback you have regarding this instructor? \_\_\_\_\_

Considering the training overall, to what extent do you agree that...

	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
<b>This training experience...</b>					
1. will help me do my current job better	___	___	___	___	___
2. was consistent with my department's training expectations	___	___	___	___	___
3. will be useful for a department the size of mine	___	___	___	___	___
4. will be applicable to my future work	___	___	___	___	___
5. included material helpful to my department's prevention efforts	___	___	___	___	___
6. will help reduce the fire-related risks in my community	___	___	___	___	___
7. provided sufficient opportunities for networking	___	___	___	___	___
8. provided information my department can use when responding to an all-hazards and/or terrorist event	___	___	___	___	___
9. is worth recommending to others	___	___	___	___	___

Answer each of the following items as they apply to the class you have just completed. Otherwise, mark them as "Not Applicable"

	Satisfactory	Unsatisfactory	Not Applicable
1. classroom and learning facilities	___	___	___
2. LRC	___	___	___
3. dormitory rooms	___	___	___
4. student center facilities	___	___	___
5. dining facilities	___	___	___

- 6. course registration and administrative details \_\_\_\_\_
- 7. workout/weight room facilities \_\_\_\_\_

**Part III  
Training Benefits**

**How do you think this course will help you in your job?** (Check all that apply and note other ways as needed.)

<b>General:</b>	<b>Technical</b>
<p>___ gave me material I will use daily</p> <p>___ showed how to increase my efficiency</p> <p>___ will help me use dept resources better</p> <p>___ gave better idea of Federal, State, local resources</p> <p>___ increased my confidence, self understanding</p> <p>___ gave me the big picture, brought me up to speed</p> <p>___ gave info for continued learning after training is over</p> <p>___ showed value of brainstorming</p> <p>___ showed how to use public data sources</p> <p>___ showed value of identifying stakeholders</p> <p>___ helped to build/increase my professional network</p> <p><b>Leadership/Management</b></p> <p>___ provided new people skills</p> <p>___ will help me set department goals</p> <p>___ will make me a better manager</p> <p>___ gave skills for interacting with subordinates</p> <p>___ will help with labor negotiations</p> <p>___ taught me to delegate</p> <p>___ gave better idea of politics of department</p> <p>___ identified my leadership style(s)</p> <p>___ improved my administrative skills</p> <p>___ gave tools for handling departmental conflict</p> <p>___ contributed to my marketing skills</p> <p>___ will help with writing proposals</p> <p>___ increased my ability to see and set task priorities</p> <p>___ gave me a vision for my department</p> <p>___ contributed to my understanding of professional ethics</p> <p>___ showed how to prioritize my work</p> <p>___ gave tools to prepare SOPs</p> <p>___ showed how to use data (e.g., NFIRS/GIS) for department planning</p> <p>___ gave clear idea of organizational culture</p> <p>___ gave tools for performance appraisals</p> <p>___ gave information on budget preparation &amp; negotiation</p> <p>___ improved my writing skills</p> <p>___ improved my speaking skills</p> <p><b>OTHER:</b> _____</p> <p>_____</p>	<p>___ prepared me for handling hazmat</p> <p>___ gave useful info on toxicology</p> <p>___ gave new info on product/containers</p> <p>___ gave better understanding of regulations</p> <p>___ will help with handling chemicals</p> <p>___ gave tools for response at "all hazards" or terrorist events</p> <p>___ clarified role as training manager</p> <p>___ gave tools to design training/classes</p> <p>___ gave tools to manage training</p> <p>___ will help in developing a marketing plan</p> <p>___ increased my investigative skills</p> <p>___ will help with report writing</p> <p>___ gave tools for better court preparation</p> <p>___ showed me how to interpret codes</p> <p>___ showed me how to inspect alarms</p> <p>___ increased my knowledge of health and fire safety issues</p> <p>___ increased my knowledge of fire/EMS issues</p> <p>___ gave tools to <i>identify</i> risk audiences</p> <p>___ gave tools to <i>reach</i> risk audiences</p> <p>___ increased my presentational skills</p> <p>___ identified goals for public education</p> <p>___ showed ways to develop interagency cooperation</p> <p>___ will help with budget preparation &amp; program justification</p> <p>___ introduced me to coalition building</p> <p>___ provided model public education programs</p> <p>___ will help in adapting for small departments &amp; communities</p> <p>___ showed how to develop risk analysis matrix for performance based design</p> <p>___ showed how to identify community health risks</p> <p>___ gave knowledge of managed care health risks</p> <p>___ showed the prevention side of EMS</p> <p>___ provided information for pre-incident planning</p> <p>___ gave tools for scene size-up</p> <p>___ will help with EOC/ICS integration at "all hazards" or terrorist events</p> <p>___ provided tools for incident documentation</p> <p><b>OTHER:</b> _____</p> <p>_____</p>

**Which training delivery modes do you prefer?**

- Resident
- VIP delivery
- Technology Mediated Distance Education
- Regional Delivery
- State Weekend Delivery
- Some combination of the above

**Which training delivery modes do you find most helpful as you consider your training needs?** (Check all that apply)

- Self Study (CD ROM)
- traditional face-to-face classrooms
- paper-based course download
- Self-Study (Internet)
- video-teleconferencing
- other: \_\_\_\_\_

**How likely are you to re-apply to NFA for future training?**

- Very likely
- Somewhat Likely
- Not Sure/Can't say
- Not likely to re-apply

### Part IV Student and Department Demographics

**Location: Department/Organization.** Please refer to the numerical codes listed below to indicate your Department or Organizational Location in the Location: Department/Organization Grid. For example, if your state is Maryland, which is code 24, fill in bubble number “2” in the first row and bubble number “4” in the second. If it is Alaska, fill in the bubble under the “0” for the first row and the bubble under the “1” for the second row.

**Location: Department/Organization**      **0 1 2 3 4 5 6 7 8 9**  
(First digit of your state code)      -----  
(Second digit of your state code)      -----

- |                          |              |                   |                    |                       |                    |
|--------------------------|--------------|-------------------|--------------------|-----------------------|--------------------|
| 01__Alaska               | 11__Delaware | 21__Kentucky      | 31__North Carolina | 41__Oregon            | 51__Virginia       |
| 02__Alabama              | 12__Florida  | 22__Louisiana     | 32__North Dakota   | 42__Pennsylvania      | 52__Virgin Islands |
| 03__Arkansas             | 13__Georgia  | 23__Massachusetts | 33__Nebraska       | 43__Puerto Rico       | 53__Vermont        |
| 04__Am. Samoa            | 14__Guam     | 24__Maryland      | 34__New Hampshire  | 44__Rhode Island      | 54__Washington     |
| 05__Arizona              | 15__Hawaii   | 25__Maine         | 35__New Jersey     | 45__South Carolina    | 55__Wisconsin      |
| 06__California           | 16__Iowa     | 26__Michigan      | 36__New Mexico     | 46__South Dakota      | 56__West Virginia  |
| 07__Colorado             | 17__Idaho    | 27__Minnesota     | 37__Nevada         | 47__Tennessee         | 57__Wyoming        |
| 08__Connecticut          | 18__Illinois | 28__Missouri      | 38__New York       | 48__Trust Territories | 58__Other          |
| 09__Canal Zone           | 19__Indiana  | 29__Mississippi   | 39__Ohio           | 49__Texas             |                    |
| 10__District of Columbia | 20__Kansas   | 30__Montana       | 40__Oklahoma       | 50__Utah              |                    |

<p>(1) Are you attending course as...</p> <p><input type="checkbox"/> Career    <input type="checkbox"/> Volunteer    <input type="checkbox"/> Other</p> <p>(2) If you know it, please tell us your FDID#. _____(Bubble grid)</p> <table border="1" style="display: inline-table;"><tr><td>0 0 0 0 0</td></tr><tr><td>1 1 1 1 1</td></tr><tr><td>2 2 2 2 2</td></tr><tr><td>3 3 3 3 3</td></tr><tr><td>4 4 4 4 4</td></tr><tr><td>etc through 9</td></tr><tr><td>in boxed area</td></tr></table> <p>(3) Years of experience in subject area related to course:</p> <p><input type="checkbox"/> less than one year <input type="checkbox"/> one to five years <input type="checkbox"/> six to ten years <input type="checkbox"/> more than ten years</p> <p>(4) Population currently served by your organization:</p> <table border="0"><tr><td><input type="checkbox"/> under 2,500</td><td><input type="checkbox"/> 10,000-24,999</td></tr><tr><td><input type="checkbox"/> 2,500-4,999</td><td><input type="checkbox"/> 25,000-49,999</td></tr><tr><td><input type="checkbox"/> 5,000-9,999</td><td><input type="checkbox"/> 50,000-99,000</td></tr><tr><td colspan="2"><input type="checkbox"/> 100,000 or more</td></tr></table> <p>(5) Years of formal education:</p> <table border="0"><tr><td><input type="checkbox"/> less than 9</td><td><input type="checkbox"/> AA degree</td></tr><tr><td><input type="checkbox"/> HS graduation or equivalency</td><td><input type="checkbox"/> Bachelor's degree</td></tr><tr><td><input type="checkbox"/> Some college</td><td><input type="checkbox"/> Master's degree</td></tr></table> <p>(6) Are you a fire instructor in your local jurisdiction?</p> <p><input type="checkbox"/> yes                      <input type="checkbox"/> no</p>	0 0 0 0 0	1 1 1 1 1	2 2 2 2 2	3 3 3 3 3	4 4 4 4 4	etc through 9	in boxed area	<input type="checkbox"/> under 2,500	<input type="checkbox"/> 10,000-24,999	<input type="checkbox"/> 2,500-4,999	<input type="checkbox"/> 25,000-49,999	<input type="checkbox"/> 5,000-9,999	<input type="checkbox"/> 50,000-99,000	<input type="checkbox"/> 100,000 or more		<input type="checkbox"/> less than 9	<input type="checkbox"/> AA degree	<input type="checkbox"/> HS graduation or equivalency	<input type="checkbox"/> Bachelor's degree	<input type="checkbox"/> Some college	<input type="checkbox"/> Master's degree	<p>(7) What is your present position?</p> <table border="0"><tr><td><input type="checkbox"/> Firefighter</td><td><input type="checkbox"/> Bureau Chief</td></tr><tr><td><input type="checkbox"/> Driver/operator</td><td><input type="checkbox"/> Division Chief</td></tr><tr><td><input type="checkbox"/> Specialist/technician</td><td><input type="checkbox"/> Deputy Chief</td></tr><tr><td><input type="checkbox"/> Paramedic/EMT</td><td><input type="checkbox"/> Assistant Chief</td></tr><tr><td><input type="checkbox"/> Sergeant</td><td><input type="checkbox"/> Chief of Department</td></tr><tr><td><input type="checkbox"/> Lieutenant</td><td><input type="checkbox"/> Civilian Employee</td></tr><tr><td><input type="checkbox"/> Captain</td><td><input type="checkbox"/> Allied Professional</td></tr><tr><td><input type="checkbox"/> Battalion Chief</td><td><input type="checkbox"/> Other: _____</td></tr></table> <p>(8) What is your primary responsibility?</p> <table border="0"><tr><td><input type="checkbox"/> Command</td><td><input type="checkbox"/> Fire Prevention</td></tr><tr><td><input type="checkbox"/> Fire Suppression</td><td><input type="checkbox"/> Communications</td></tr><tr><td><input type="checkbox"/> EMS</td><td><input type="checkbox"/> Data Processing</td></tr><tr><td><input type="checkbox"/> Hazardous Materials</td><td><input type="checkbox"/> Public Education</td></tr><tr><td><input type="checkbox"/> Training/Instruction</td><td><input type="checkbox"/> Equipment Maint.</td></tr><tr><td><input type="checkbox"/> Investigation</td><td><input type="checkbox"/> Admin. Service</td></tr><tr><td><input type="checkbox"/> Inspection/Enforcement</td><td><input type="checkbox"/> Other: _____</td></tr></table> <p>(9) How long have you been in Fire and Emergency Services</p> <table border="0"><tr><td><input type="checkbox"/> less than one year</td><td><input type="checkbox"/> six to ten years</td></tr><tr><td><input type="checkbox"/> one to five years</td><td><input type="checkbox"/> more than ten years</td></tr></table> <p>(10) What percent of your department are volunteer personnel?</p> <table border="0"><tr><td><input type="checkbox"/> none</td><td><input type="checkbox"/> 51-75%</td></tr><tr><td><input type="checkbox"/> 1-25%</td><td><input type="checkbox"/> 76-99%</td></tr><tr><td><input type="checkbox"/> 26-50%</td><td><input type="checkbox"/> 100%</td></tr></table>	<input type="checkbox"/> Firefighter	<input type="checkbox"/> Bureau Chief	<input type="checkbox"/> Driver/operator	<input type="checkbox"/> Division Chief	<input type="checkbox"/> Specialist/technician	<input type="checkbox"/> Deputy Chief	<input type="checkbox"/> Paramedic/EMT	<input type="checkbox"/> Assistant Chief	<input type="checkbox"/> Sergeant	<input type="checkbox"/> Chief of Department	<input type="checkbox"/> Lieutenant	<input type="checkbox"/> Civilian Employee	<input type="checkbox"/> Captain	<input type="checkbox"/> Allied Professional	<input type="checkbox"/> Battalion Chief	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Command	<input type="checkbox"/> Fire Prevention	<input type="checkbox"/> Fire Suppression	<input type="checkbox"/> Communications	<input type="checkbox"/> EMS	<input type="checkbox"/> Data Processing	<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Public Education	<input type="checkbox"/> Training/Instruction	<input type="checkbox"/> Equipment Maint.	<input type="checkbox"/> Investigation	<input type="checkbox"/> Admin. 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<input type="checkbox"/> 26-50%	<input type="checkbox"/> 100%																																																													

**Please answer the following questions:**

Are you:  male  
 female

**How old were you on your last birthday?** **1 2 3 4 5 6 7 8 9 0**  
(First digit of your age)                 
(Second digit of your age)     

Please check the ethnicity  
that best applies to you:  Hispanic or Latino/Latina  
 Not Hispanic or Latino/Latina

Are you one or more  
of the following:  American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Pacific Islander  
 White