

Federal Emergency Management Agency/Department of Homeland Security
National Fire Academy End-of-Course Evaluation Form

Paperwork Reduction Act Notice

Public reporting burden for this form is estimated to be an average of 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.

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.

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 Name: _____
Course Length: ___2-day ___6-day ___10-day
Course Code: ___ R ___ N ___ F ___ W ___ O
Location: _____

Table with 3 rows and 10 columns for Course Code Number (1-9, 0).

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

The course...

- 1. increased my knowledge of this topic
2. allowed enough time to complete assignments
3. was well organized
4. challenged me to learn more about this topic
5. used effective teaching techniques (lecture, AVs, scenarios, Web)
6. had a good balance of individual & group-based techniques
7. helped me clarify my goals and professional expectations
8. provided up-to-date information
9. included useful web/technology resources for the material
10. met my expectations

Response grid for the first section with columns: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree, Does Not Apply.

The printed materials for this course...

- 1. were clear and easily readable
2. supported class discussion
3. will be a useful reference when I get back on the job

Response grid for the second section.

The audiovisual materials for this course...

- 1. were of good technical quality

Response grid for the third section.

Have you taken other NFA classes?

On campus: ___Yes ___No
Off campus: ___Yes ___No

To what extent did this course REQUIRE you to use...

Response grid for resource usage with columns: A lot, Some, Not at all, Does Not Apply.

How might this training class be improved and why is improvement needed?

Horizontal line for handwritten response.

What was the MOST beneficial aspect of this training class?

Horizontal line for handwritten response.

What was the LEAST beneficial aspect of this training class?

Horizontal line for handwritten response.

Before taking this class, was this material...

- ___ completely new to you?
___ somewhat familiar to you?
___ very familiar to you?

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

- ___ USFA/NFA Web page ___ local departments
___ other students ___ information at conferences
___ Other: (Specify) _____

Would you recommend this course to someone? ___Yes ___No Because... _____

Part II
Course Instructors/Overall Training

As you consider the instructors for this course, for Instructor #1, to what extent do you agree that...

Table with 7 columns: Instructor 1 Name, Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree, Does Not Apply. 12 rows of evaluation criteria for Instructor 1.

Is there particular feedback you have regarding this instructor? (Be as specific as possible)

(PLEASE SKIP TO THE "This Training Experience" SECTION BELOW IF THERE WAS ONLY ONE INSTRUCTOR IN THIS COURSE.)

For Instructor #2: To what extent do you agree that...

Table with 7 columns: Instructor 2 Name, Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree, Does Not Apply. 12 rows of evaluation criteria for Instructor 2.

Is there particular feedback you have regarding this instructor? (Be as specific as possible)

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

This training experience...

Table with 6 columns: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree. 9 rows of evaluation criteria for overall training experience.

(OFF-CAMPUS STUDENTS, PLEASE SKIP TO PART III ON NEXT PAGE)

Answer each of the following items as they apply to the class you have just completed. Indicate "Does Not Apply" where appropriate.

Table with 3 columns: Satisfactory, Unsatisfactory, Does Not Apply. 7 rows of evaluation criteria for classroom and learning 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.)

<p>General</p> <p><input type="checkbox"/> gave me material I will use daily</p> <p><input type="checkbox"/> showed how to increase my efficiency</p> <p><input type="checkbox"/> will help me use dept. resources better</p> <p><input type="checkbox"/> gave better idea of Federal, State, local resources</p> <p><input type="checkbox"/> increased my confidence, self-understanding</p> <p><input type="checkbox"/> gave me the big picture; brought me up to speed</p> <p><input type="checkbox"/> gave info for continued learning after training is over</p> <p><input type="checkbox"/> showed how to use public data sources</p> <p><input type="checkbox"/> showed value of identifying stakeholders</p> <p><input type="checkbox"/> helped to build/increase my professional network</p> <p>Leadership/Management</p> <p><input type="checkbox"/> provided new "people skills"</p> <p><input type="checkbox"/> will help me set department goals</p> <p><input type="checkbox"/> will make me a better manager/leader</p> <p><input type="checkbox"/> gave skills for interacting with subordinates</p> <p><input type="checkbox"/> will help with labor negotiations</p> <p><input type="checkbox"/> taught me to delegate</p> <p><input type="checkbox"/> gave better idea of politics of department</p> <p><input type="checkbox"/> showed value of brainstorming</p> <p><input type="checkbox"/> identified my leadership style(s)</p> <p><input type="checkbox"/> improved my administrative skills</p> <p><input type="checkbox"/> gave tools for handling departmental conflict</p> <p><input type="checkbox"/> contributed to my marketing skills</p> <p><input type="checkbox"/> will help with writing proposals</p> <p><input type="checkbox"/> increased my ability to see and set task priorities</p> <p><input type="checkbox"/> gave me a vision for my department</p> <p><input type="checkbox"/> contributed to my understanding of professional ethics</p> <p><input type="checkbox"/> showed how to prioritize my work</p> <p><input type="checkbox"/> gave tools to prepare SOPs</p> <p><input type="checkbox"/> showed how to use data (e.g., NFIRS/GIS) for department planning</p> <p><input type="checkbox"/> gave clear idea of organizational culture</p> <p><input type="checkbox"/> gave tools for performance appraisals</p> <p><input type="checkbox"/> gave information on budget preparation & negotiation</p> <p><input type="checkbox"/> improved my writing skills</p> <p><input type="checkbox"/> improved my speaking skills</p> <p>OTHER: _____</p>	<p>Technical</p> <p><input type="checkbox"/> prepared me for handling haz mat</p> <p><input type="checkbox"/> gave useful info on toxicology</p> <p><input type="checkbox"/> gave new info on product/containers</p> <p><input type="checkbox"/> gave better understanding of regulations</p> <p><input type="checkbox"/> will help with handling chemicals</p> <p><input type="checkbox"/> gave tools for response at "all hazards" or terrorist events</p> <p><input type="checkbox"/> clarified role as training manager</p> <p><input type="checkbox"/> gave tools to design training/classes</p> <p><input type="checkbox"/> gave tools to manage training</p> <p><input type="checkbox"/> will help in developing a marketing plan</p> <p><input type="checkbox"/> gave me tools for prevention work</p> <p><input type="checkbox"/> increased my investigative skills</p> <p><input type="checkbox"/> will help with report writing</p> <p><input type="checkbox"/> gave tools for better court preparation</p> <p><input type="checkbox"/> showed me how to interpret codes</p> <p><input type="checkbox"/> showed me how to inspect alarms</p> <p><input type="checkbox"/> increased my knowledge of health and fire safety issues</p> <p><input type="checkbox"/> increased my knowledge of fire/EMS issues</p> <p><input type="checkbox"/> gave tools to <i>identify</i> risk audiences</p> <p><input type="checkbox"/> gave tools to <i>reach</i> risk audiences</p> <p><input type="checkbox"/> increased my presentation skills</p> <p><input type="checkbox"/> identified goals for public education</p> <p><input type="checkbox"/> showed ways to develop interagency cooperation</p> <p><input type="checkbox"/> will help with budget preparation & program justification</p> <p><input type="checkbox"/> introduced me to coalition building</p> <p><input type="checkbox"/> provided model public education programs</p> <p><input type="checkbox"/> will help in adapting for small departments & communities</p> <p><input type="checkbox"/> showed how to develop risk analysis matrix for performance-based design</p> <p><input type="checkbox"/> showed how to identify community health risks</p> <p><input type="checkbox"/> gave knowledge of managed care health risks</p> <p><input type="checkbox"/> showed the prevention side of EMS</p> <p><input type="checkbox"/> provided information for pre-incident planning</p> <p><input type="checkbox"/> gave tools for scene size-up</p> <p><input type="checkbox"/> will help with EOC/ICS integration at "all hazards" or terrorist events</p> <p><input type="checkbox"/> provided tools for incident documentation</p> <p>OTHER: _____</p>
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<p><i>How likely are you to re-apply to NFA for future training?</i></p> <p><input type="checkbox"/> Very likely <input type="checkbox"/> Not sure; can't say</p> <p><input type="checkbox"/> Somewhat likely <input type="checkbox"/> Not likely to re-apply</p> <p><i>Do you plan to use the ACE (American Council on Education) credit recommendation associated with this course?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> I can't say. I don't know what ACE is.</p>	<p><i>Which training delivery modes do you find most helpful as you consider your training needs? Please rate them in order of your preferences, starting with #1 as the most preferred, #2 as second most preferred, etc.</i></p> <p><input type="checkbox"/> Traditional classroom <input type="checkbox"/> "Blended learning" (a combination of classroom and CBT/WBT)</p> <p><input type="checkbox"/> Computer-based training (CBT)</p> <p><input type="checkbox"/> Web-based training (WBT)</p> <p><i>Which delivery format do you most prefer? And again: Please rate your preferences #1, #2 and #3.</i></p> <p><input type="checkbox"/> Self-paced independent study</p> <p><input type="checkbox"/> Instructor facilitated (WITHOUT student to student interaction)</p> <p><input type="checkbox"/> Instructor facilitated (WITH student to student interaction)</p>
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What are suggested topics for future NFA training classes? _____

Additional comments? _____

Part IV
Student and Department Demographics

Location: Department/Organization. Please fill in the bubble next to the State where your Department/Organization is located:

- List of states and territories with checkboxes: Alaska, Delaware, Kentucky, North Carolina, Oregon, Virginia, Alabama, Florida, Louisiana, North Dakota, Pennsylvania, Virgin Islands, Arkansas, Georgia, Massachusetts, Nebraska, Puerto Rico, Vermont, Am. Samoa, Guam, Maryland, New Hampshire, Rhode Island, Washington, Arizona, Hawaii, Maine, New Jersey, South Carolina, Wisconsin, California, Iowa, Michigan, New Mexico, South Dakota, West Virginia, Colorado, Idaho, Minnesota, Nevada, Tennessee, Wyoming, Connecticut, Illinois, Missouri, New York, Trust Territories, Other, Canal Zone, Indiana, Mississippi, Ohio, Texas, District of Columbia, Kansas, Montana, Oklahoma, Utah.

Form with questions (1) through (10) regarding course attendance, experience, population served, education, and position/responsibility. Includes a bubble grid for question (3).

Please answer the following questions:

Questions (1) through (4) regarding gender, age, ethnicity, and selection of one or more ethnicities.