



**American Institute for Conservation of Artistic & Historic Works
Professional Development
Instructor Evaluation Form**

I. Event Information

Instructor's Name	
Name of Event	
Date Taught	
Location of Event	

II. Course Structure

1. What parts of the program seemed to work well for participants? What would you change in the future?

III. Participants

1. Was the number of participants appropriate for this workshop?

2. Were the participants prepared to work at the level you anticipated? If not, what pre-requisites would you recommend in the future?

3. Would you have preferred to see a different mix of skills or training among the participants? If so, please describe.

IV. Facility

1. Was the facility suitable for this event? What worked? What didn't?

V. Materials and Supplies

1. Did you have all necessary equipment and materials to conduct this workshop?

2. Were handouts or notebooks copied and prepared to your satisfaction?

VI. Promotion

1. Did there seem to be a match between participants' expectations and what you presented?

2. Do you have any suggestions for other ways to advertise or promote this event in the future?

VII. Administration

1. Did the local liaison or other on-site staff provide the support you needed?

2. Did you encounter any difficulties or surprises in dealing with AIC staff?

3. Were payments and reimbursements handled to your satisfaction?

VIII. Future Events

1. How could this event be improved if offered again in the future?

2. What other professional development events would you recommend be offered by AIC in the future (by you or by other instructors)?

Please return this form to AIC office or E-mail to epourchot@aic-faic.org

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