

CIVSA Research & Assessment Committee

Student Evaluation Project

*****Please complete one form for each evaluation you submit*****

Name of institution: Catawba College

Contact (name): Jennifer Nicholson

Contact phone: (704) 637-4402

This form is utilized to evaluate (check all that apply):

Tour Guides

Visitor Center Student Workers

Information Services Student Workers

Please describe how this form of evaluation is used with your student workers:

How is this form distributed, i.e. mailed to visitors, given out after tour, etc.?

We usually try to have them fill it out, after their tour or after all of the day's events are complete. If we need to we can mail them with the thank you letter.

Who completes the evaluation form, i.e. full-time staff, tour participants, etc.?

We as our visitors, preferably the prospective student.

How often do you administer this evaluation?

We try to with every tour, I would say probably every 9 out of 10 tours we administer this evaluation.

How is feedback given to student workers?

To our ambassadors, we do try to tell them about the comments, however, if an ambassador would like to view the form, we have an open policy to were they can view the form.

How do you utilize the feedback from the evaluation?

We keep a running spreadsheet that lists all evaluation forms for that academic school year.
We also, pay close attention to the comments and suggestions.

Please submit with a copy of each evaluation form by March 15, 2009

(One copy of the form with each different evaluation form)

to

Denise Wellman at denisew@mailbox.sc.edu or

University of South Carolina

Visitor Center

Columbia, SC 29208