

CIVSA Research & Assessment Committee

Student Evaluation Project

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

Name of institution: The Ohio State University

Contact (name): Jill Hampshire

Contact phone: (614) 851-1149

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

Tour Guides (and presenters and the overall visit experience)

Visitor Center Student Workers

Information Services Student Workers

Our visit evaluation is distributed at the end of every tour by the tour guides to the prospective student and one of their guests. We exchange the form for a chocolate Buckeye (We are the Ohio State Buckeyes.)

The tour guides collect the evaluations, and when our visitors have left, they look at them and gain immediate feedback. The evaluation data is then entered into a database. We run a monthly report that gives us the "big" picture on how we are doing. Data can be queried by tour guide name and presenter name so that it can be shared accordingly. The general questions also offer us a lot of insight.

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***