

CIVSA Research & Assessment Committee

Student Evaluation Project

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

Name of institution: University of South Carolina

Contact (name): Denise Wellman

Contact phone: (803) 777-0172

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.?

The comment card is given to families after the tour.

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

Anyone who was on the tour completes the evaluation form (primarily prospective students and their parents).

How often do you administer this evaluation?

The evaluation is administered after every tour.

How is feedback given to student workers?

Our students receive evaluation reports at least twice a year with statistics from the evaluations corresponding to their tours as well as comments made by the visitors. Staff members from the Visitor Center review the reports with the students and make suggestions for improvement. Students also have access to their evaluations at any time through our online tour system.

How do you utilize the feedback from the evaluation?

We use the feedback to set strategic goals, formulate an annual report, assist in budget requests, and identify topics for professional development and training.

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