



# INSTRUCTOR END-OF-COURSE REPORT

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Instructor: \_\_\_\_\_

Course #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Dates: \_\_\_\_\_

*In order for BMRA to better support our faculty members and provide quality products and services to our clients, we ask you to take a few minutes and complete this report. Please return it with your other end-of-course materials.*

## Pre-Course Preparation:

1. How many weeks before the course start date were you notified—

a. ☐

☐ Verbally

☐ By letter

☐ Other \_\_\_\_\_

☐ More than 6 weeks before

☐ 4-6 weeks before

☐ 2-4 weeks before

☐ Less than 2 weeks

b. Notified in writing of the assignment?

☐ More than 6 weeks before

☐ 4-6 weeks before

☐ 2-4 weeks before

☐ Less than 2 weeks

c. In receipt of course materials?

☐ More than 6 weeks before

☐ 4-6 weeks before

☐ 2-4 weeks before

☐ Less than 2 weeks

2. What can we do better to help you prepare to teach?

### Course Presentation:

1. Was the classroom ready for your use?

Overhead	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Projector	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Writing Board	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flip charts	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lighting	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Computer for Instructor	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Computer Lab for students	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

2. Were sufficient materials available for the students? ☐ Yes ☐ No

3. Were the materials complete? ☐ Yes ☐ No

Comments:

### End-of-Course Procedures:

List any suggestions you have for improving/streamlining your end-of-course reports:

### Course Materials:

Do you recommend any changes to the course materials? ☐ Yes ☐ No

If "yes," please list chapter, section, and subsection as well as the page numbers. Describe the change, and, if appropriate, give a brief reason for the change. *Please be as specific as possible.* (For example: "In Chapter III, section B, second paragraph, the sentence that starts with "Any day of the week...", "FAR Part 12.345" should read "FAR Part 54.321.") A copy of the material in question would be very helpful.