

Seminar Evaluation Form Ernest Mario School of Pharmacy

Presenter: _____ Date: _____ Start Time: _____

Seminar Title: _____ End Time: _____

Evaluation for final grade is based on the sum of the points from each section. The content grade is weighted to reflect the importance of this portion of the evaluation. Please justify ratings in the comments section. Circle and total the appropriate ratings for this presentation.

1. Introduction

Style

1	Presenter appeared very nervous and ill-prepared; frequent distracting mannerisms
2	Presenter was somewhat nervous; occasional distracting mannerisms
3	Beginning anxiety handled well; minor indications of uneasiness
4	Presenter was entirely at ease and introduced the topic flawlessly

Comments _____

Content

1	No structure to introduction; did not provide audience with an understanding of the topic or why it was of interest to the presenter; no plan for presentation provided
2	
3	Minimal structure to introduction; interest in topic not well described; plan for presentation provided, but difficult to follow
4	
5	Introduction pertinent and attracted audience's attention; presenter provided audience with some view of the importance of the topic; plan for presentation relatively clear
6	
7	Audience provided with a clear understanding of importance of, and presenter's interest in the topic; plan for presentation well delineated
8	

Comments _____

Objectives

1	No objectives provided
2	Written objectives unclear and not easily measurable or obtainable
3	Measurable objectives written, but not thoroughly covered in presentation
4	Measurable objectives written and thoroughly covered in presentation

Comments _____

2. Body of Presentation

Style – Speech and Attire

1	Consistently poor voice tone (volume), posture, and/or mannerisms; frequent errors in pronunciation; inappropriately groomed and attired; presentation was read; no periodic summaries
2	Voice tone, posture and/or mannerisms poor at times, infrequent errors in pronunciation; grooming, and/or attire need improvement; reads much of the presentation; minimal periodic summaries
3	Infrequent problems with voice tone, posture, and/or mannerisms; appropriate pronunciation, grooming, and/or attire; reads some of the presentation; good periodic summaries
4	Excellent voice tone and posture; appropriate pronunciation, mannerisms, grooming, and attire throughout presentation; presenter spoke freely; periodic summaries enhanced presentation

Comments _____

Style – Visual Aids

1	Slides/overheads impossible to read; do not follow or contribute significantly to presentation; inappropriate time spent on each slide/overhead
2	Some slides/overheads readable, but do not follow presentation; time spent on each slide needs improvement
3	Most slides/overheads readable and generally follow presentation; organization and time management needs slight improvement
4	All slides/overheads readable, attractive, well-organized and parallel presentation; appropriate time spent on each slide/overhead

Comments _____

2. Body of Presentation (continued)

Style – Handout

1	Handout poorly organized and/or outlined; insufficient data are provided to audience; references inappropriately done; sloppy job
2	Handout incomplete; organization needs improvement; all pertinent references not included or inappropriately formatted
3	Handout relatively complete and organized; most pertinent references cited and formatted correctly
4	Handout clearly organized; easy to follow; thorough review of topic with all appropriate references cited correctly

Comments _____

Content – Body of Seminar

1	Extremely cursory review of subject; data (i.e., pathophysiology, pharmacology, pharmacokinetics, pharmacotherapy) presented are not interpreted correctly
2	
3	
4	Review of subject not complete; significant inaccuracies in data
5	
6	
7	Review of subject relatively complete; minor inaccuracies in data
8	
9	
10	Extremely thorough review of subject; data (i.e., pathophysiology, pharmacology, pharmacokinetics, pharmacotherapy) presented are interpreted correctly
11	
12	

Comments _____

Content – Literature Review

1	Primary literature review not included; accurate interpretation of literature not provided; demonstrates no understanding of research and statistical methods
2	
3	Minimal use of primary literature; accuracy of interpretation of literature questionable; minimal understanding of statistical methods and research design
4	
5	Adequate use of primary literature; most interpretations of literature are accurate; good understanding of statistical methods and research design
6	
7	Thorough primary literature review included; accurate interpretation of literature provided; demonstrates clear understanding of statistical methods and research design
8	

Comments _____

3. Summary and Conclusions

1	Presenter summarizes data inaccurately and conclusions are discordant with regard to presented material
2	Minimal data summary; some conclusions appropriate with regard to presentation content
3	Adequate data summary; most conclusions accurate with regard to presented material
4	Data summarized accurately and conclusions concordant with regard to presented material

Comments _____

4. Questions and Answers

1	Presenter is defensive and unprepared while answering questions; questions are not repeated for understanding; answers are unorganized and/or contrived
2	Presenter is uncomfortable and unprepared for some questions; questions are not repeated for understanding; answers are somewhat disorganized
3	Presenter is relatively comfortable and prepared to answer questions; most questions repeated for understanding; most answers are organized
4	Presenter is at ease and welcomes questions; well prepared for answers; all questions repeated for understanding; answers are concise and accurate

Comments _____

5. Overall Assessment – Content

1	Presenter did not know the subject well; the presentation did not improve my knowledge base
2	Presenter did a fair job on the subject; significant deficiencies were apparent; I learned a little from the presentation
3	Presenter did a good job on the subject; minor deficiencies were observed; I learned some new information
4	Presenter knew the subject from top to bottom; I learned a lot of new information from the presentation

Comments _____

Total Points _____

Grade:

50–60 **A**

45–50 **B+**

40–44 **B**

35–39 **C+**

30–34 **C**

20–30 **D**

< 20 **F**