

## **SHORT-TERM ADULT INSTRUCTOR HANDBOOK**

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Go to your classroom and greet your students. Write your name and course title on the board. It is surprising how many students will find themselves in the wrong class on the first night.

### **Start the orientation by explaining the following:**

- Announce your name and the title of the course.
- Welcome your students to the class and share some information about yourself (qualifications, credentials, etc.).
- Establish your credibility with students the first night of class. If you are representing a firm or a personal business, it is appropriate to mention that, but it is not appropriate to use the classroom and students as a resource for recruiting clients. It is natural that you may gain clients as a result of your class, but you are not to actively solicit business.

### **SCHOOL POLICIES:**

**Telephone Messages:** Students will not be called out of class except in the case of an emergency. Otherwise, messages will be given to the student at break time. Personal calls cannot be made from the administrative office.

### **“TOBACCO FREE” CAMPUS**

As of July 1, 2011, Northwest Technology Center has designated the Alva and Fairview Campuses as “Tobacco Free”.

The use of any form of tobacco on the Northwest Technology Center Campus is prohibited. This includes all school property, buildings, and vehicles owned by the school. In addition to prohibiting the use of tobacco, secondary students are also prohibited from possessing tobacco while on school property and/or while riding in school vehicles. Secondary students found carrying any form of tobacco will be subject to disciplinary action and the tobacco product will be confiscated.

There are no designated areas on campus where tobacco use is allowed by students, staff, or visitors.

**Alcoholic Beverages:** Not allowed on school property at any time.

**Food and Soft Drinks:** In designated area only. Breaks should be completed by 8:30 to allow adequate time for the area to be cleaned. (Please discuss)

**Student Lounge and Bathrooms:** Please give locations closest to your class.

**Inclement Weather:** Telephone calls to cancel evening class will be made as soon as possible. We will try to contact both instructors and students; however, **calling ahead** is a good idea. The instructors will be notified about serious weather if the class is in progress.

**TECHNOLOGY CENTER AND STUDENT'S CHILDREN:** The Technology Center does not provide childcare, so please do not bring your children to school.

### **ATTENDANCE-GRADING POLICY:**

**Attendance:** Minimum of 75% of class time (100% clinical's, where applicable).  
Show the actual number of hours absent and present.

## **APTITUDE, ACHIEVEMENT, WORK HABITS**

5 = HIGH

4 = ABOVE AVERAGE

3 = AVERAGE

2 = BELOW AVERAGE

1 = LOW SKILLS

**TO DROP A COURSE:** It is the policy of Northwest Technology Center that you must request a refund in writing **PRIOR TO THE SECOND CLASS MEETING** if you intend to drop the class for any reason. You may attend the first class to make your decision, but you must decide prior to the second class meeting. You may withdraw from class at any time, but you will not be eligible to receive a refund unless requested prior to the second class meeting.

## **CLASSROOM POLICY:**

1. No coffee, soft drinks, food, or smoking.
2. Books belonging to the classroom are not to be removed from the room.
3. Drinking fountains and bathrooms. Point out closest location to your classroom.
4. Break times. Explain policy.
5. Machinery and equipment; turn off before leaving classroom.
6. If a student is having a problem with a course, the student should discuss it with the instructor. If it cannot be resolved with the instructor, they may address the problem with Mr. Slater (Asst. Superintendent), or Charlotte Hadwiger (BIS Director).

**Enrollment Form:** This form is used by Northwest Technology Center to complete the Oklahoma Adult Accounting Enrollment Information. This system allows adults to attend short-term programs at a reasonable rate. The Enrollment Form **should be completed** prior to the first night of class. Students without an Enrollment Form on file needs to do so the first night of class and return to the Main Office. Please encourage students to fill this form out **COMPLETELY**.

## **OPERATING PROCEDURES**

1. Course outlines must be in teachers folders at all times. The outlines should provide the overall objective of the course and a meeting-by-meeting schedule of activities/topics. Provide your students with a syllabus so that they know what is going to happen. Put the current date on the syllabus. For example: Fall 2010.
2. Each time your class meets you must check in at the main office.
3. Please make every effort to be in your classroom before students arrive. Also be sure and conduct the class until the specified ending time, allowing enough time for clean-up, etc. Students should not be allowed in shop area unsupervised.
4. If you are unable to teach, you must inform the office before you make any changes with your class schedule. Please notify the office to arrange class schedule changes.

5. If the ending date of your class changes due to a scheduling change, you must notify the office in order to assure that night support personnel, class scheduling and paper work are coordinated.
6. Mark attendance on the attendance sheet. It is critical that instructors keep accurate records since some students are being reimbursed to attend classes. On occasion the office staff has to verify attendance when a student is being funded by an agency, therefore it is imperative that you keep up to date attendance records.
7. Please respect the day instructors and the classroom--if you move something, please put it back and clean up the room--treat the room as though it were yours.
8. If you encounter equipment problems, let us know so we can get it taken care of before your next class. Don't wait for the day instructor to find the problem--they might not!

9. **CLASSROOM**

No eating, drinking, or smoking in the classroom area.

All instructors are to see that at the end of their class, the desks are neatly arranged and the white board is cleaned.

Only the overhead projectors are left in the rooms. Return all audiovisual equipment to its proper place after your class is finished.

Please do not allow your students to remove tools or equipment from the classroom or shop areas.

10. **NORTHWEST TECHNOLOGY CENTER ACCEPTABLE USE POLICY**

**Acceptable Use** – The use of school property/equipment must be in support of education and consistent with the educational objectives of the Northwest Technology Center School District.

**Unacceptable Use** – As a non-profit educational institution, individual use of Northwest Technology Center School property may not be used for profit, business, or personal non-school related activities.

**Software and Disk Policy**

Any copyrighted software, and/or software that electronically damages data, software applications or hardware (i.e., computer viruses), found in the possession of students serves as a violation of the student policy regarding electronic equipment and care of school property. The only software or disks authorized for use on school computers will be provided by the Northwest Technology Center. Personal software and disks are not authorized for use on school computers. Disobeying this policy is grounds for disciplinary action.

**Copyright**

Please do not copy or scan any books or pictures that have a copyright law on the front or back cover. Remember copyright laws.

11. **TOOL ROOMS/STORAGE AREAS**

Please make every effort to maintain tool room/storage areas in proper order. If students have access to tool room check inventory before and after every class.

If a piece of equipment belonging in a case is used, return the item to the case and stow the case back to its proper place.

## **12. LAB/SHOP AREAS**

Shop areas and classrooms should be secured at all times everyone is out (break times, etc.) All work should stop and should not continue until the instructor has returned.

There is no smoking in the shop, lab areas.

Equipment is to be used and treated correctly in this area. The instructors are held accountable for their students.

Instructors are to monitor their students' use of the equipment and insure that students work with the equipment properly.

The lab area is to be left in a neat and orderly manner.

If an instructor from another discipline has set-up a lab simulation for the next day, it is not to be disturbed. If the situation warrants that the simulation be moved, then it is to be returned to its proper state after the current lab session.

If you find a shop/classroom/lab that is unacceptable to instruct in, please call the night registrar. We will work out any problems or concerns with the full time staff.

If you find doors or cabinets that should have been locked, leave the instructor a note and contact the Night Registrar.

## **Northwest Technology Center** **Reimbursement Procedures**

### **Groceries/Supplies for AT&D Class**

#### **1. If You Charge**

- The BIS Director will get a Purchase Order from Northwest Tech before making any purchases.
- With your Purchase Order, charge approved purchases at the designated business.
- Make sure the business does not charge you tax. We cannot scratch it off or just not pay it. Receipt must not show any tax.
- Sign and date your receipt and write PO # on the receipt.
- Return all receipts to Northwest Tech in a timely manner.

#### **2. If You Pay**

- Get approval from Northwest Tech BIS Director before making any purchases for which you will want reimbursement.
- Give a close estimate of what you think you will spend
- Make sure you get a receipt for all purchases. Sign and date your itemized receipt. Credit card receipts are not acceptable.
- Never combine your personal items with school items for which you expect reimbursement. **The entire receipt needs to be school items only.**
- Return all receipts to Northwest Tech in a timely manner. A check will be issued after all information is checked and deemed acceptable for reimbursement.

## Instructors/Laborers

### **1. AT&D Instructors and other Payroll Trainers**

- Must fill out “new employee” paperwork (provided by Northwest Tech)
- Must sign a contract for work at agreed upon amount
- FICA will be withheld from check
- Invoice is not required

### **2. Contract Labor**

- Contract Labor must be a “business” who does training/work on a regular basis.
- Must have a FEI#
- Will need to provide the following:
  - W-9
  - Certificate of Liability (if working on campus)
  - Certificate of Workers’ Comp or Not Required Statement
  - Contract for Labor (if applicable)
- Must send Northwest Tech an invoice for services.

## **2.51 Drug Free Workplace**

(See also 4.11 in Student Section)

In order to maintain a healthy educational and working environment in the School District’s schools and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for the purposes of receiving federal assistance, the Northwest Technology Center Board of Education adopts the following policy:

Using, possessing, dispensing, distributing, manufacturing, or being under the influence of a controlled substance, alcoholic beverage, or non-intoxicating beverage (as defined by Oklahoma Law) in any of the School District’s facilities, on School District property (including vehicles) or at a School District sponsored function or event by a student or employee of the School District is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal from school or work; or non-reentry of school or non-renewal of employment. Violations which constitute criminal acts will be referred for prosecution.

Adopted 5/7/90

Revised 3/6/95

Revised 6/5/95

**Please remember that you represent Northwest Technology Center and you make a lasting impression on many students. Make their experience a great one!**

**If you have any questions, please ask Daren Slater (Assistant Supt.), Charlotte Hadwiger (BIS Director), or Tara Thomas (Health Director).**

# NON-EVACUATION PROCEDURES

The following emergencies are considered to be **non-evacuation** situations:

***Tornado***  
***High Winds***  
***Severe Thunderstorms***

**Instructors:** Take the attendance roster with you to your destination.

The following procedures have been handed down by the office of the Assistant Superintendent. Please read and follow the procedures outlined for your area:

Remain calm. Move into the main east/west corridor and kneel facing the walls. See diagram of school layout for safe rooms for Northwest Technology Center – Alva Campus.

*A tornado alarm will be activated. The “all-clear” signal will be an announcement over the PA system.*

**Read the procedure for your area to your class. Make sure they understand what they are to do and answer all their questions. Any areas not explained fully in this Emergency Plan should be directed to the Front Office.**

# INTRUDER ON CAMPUS PROCEDURE

## **Steps of Action**

**INTRUDER** - Anyone who poses a threat to the safety of students, staff, or the facility, and is no longer wanted on campus.

1. If you observe an individual on campus with a firearm/weapon, dial **9-911** and inform Emergency Response Operator and then notify the Front Office Secretary.
2. Front Office Secretary will notify Assistant Superintendent.
3. Assistant Superintendent or their designee will determine if the individual is authorized to have a firearm on campus.
4. If it is determined that the individual is not authorized to have a firearm/weapon and it is necessary to lock down the campus, “Lockdown

- notification will be activated by the Front Office Secretary.” Assistant Superintendent or their designee will notify **9-911** and provide information.
5. Provide the following information from your lockdown area:
    - a. This is Northwest Technology Center at 1801 S. 11<sup>th</sup> (Alva Campus) or 801 VoTech Drive (Fairview Campus).
    - b. State, “We have an unauthorized person on campus with a firearm/weapon.”
    - c. Give a description of the individual.
    - d. Give degree of control of the situation.
    - e. Instruct where police should enter the campus/building/location.
    - f. Follow sheriff directions.
    - g. A designee should stay on the line with sheriff.
  6. Personnel should turn off the lights in their classroom and program areas, attempt to hide, and secure their work areas by locking or barricading doors to separate students and visitors from the threat. Remain quiet and do not move until sheriff or school personnel say it is safe.
  7. Stay calm.

#### **Response Team:**

- Instructor or Staff**..... will notify Emergency Response by dialing **9-911** and then notify Front Office Secretary.
- Front Office Secretary**..... will notify Assistant Superintendent and their designee.
- Assistant Superintendent** ..... will determine if the individual is authorized to have a firearm/weapon on campus.
- Front Office Secretary** ..... if needed, will make the “Lockdown Notification”.
- Instructor and Staff**..... will move to their lockdown locations, will remain quiet and not move until sheriff or school personnel say it is safe.
- Assistant Superintendent** ..... will notify **9-911** and provide information.

## **SECURE SAFE ROOMS**

<b>Campus</b>	<b>Rooms</b>
<b>Alva</b>	Interior Bathrooms With No Windows on North wing of Building East West Hall on North Wing of Building East West Hall on South Wing of Building
<b>Fairview</b>	Interior Bathrooms With No Windows

**\*See campus map for Alva Campus**

## **FIRE**

### **Steps of Action**

1. Staff discovering the fire will pull fire alarm bell to sound alarm and contact the Front Office Secretary of the fire (***Alva Campus ext. 2012 or 2044; Fairview Campus ext. 1002***).
2. Staff will give the Front Office Secretary the general location of fire.
3. The Front Office Secretary will notify the Assistant Superintendent or their designee of the fire.
4. Staff finding fire, if safe to do so, and if fire is “small incipient stage” use fire extinguisher. Do not block exit and make sure you have a way out and begin the evacuation of students/personnel from the area.
5. The “Fire Alarm” will be activated to warn occupants of the danger.
6. Following the evacuation procedures, all staff will exit the building through the nearest exit closing doors behind them as rooms are cleared.
7. Instructors will take roll to ensure safety of all students and that all students are accounted for after reporting to designated safe area.
8. The Assistant Superintendent or their designee will assess damage, decide if there is a need to cancel school, and coordinate transportation, if needed.



**Response Team:**

**Instructor or Staff** ..... will pull fire alarm and notify the Front Office Secretary of the fire (**Alva Campus ext. 2012 or 2044; Fairview Campus ext. 1002**).

**Front Office Secretary** ..... will phone **9-911** and notify the Assistant Superintendent or their designee of the fire.

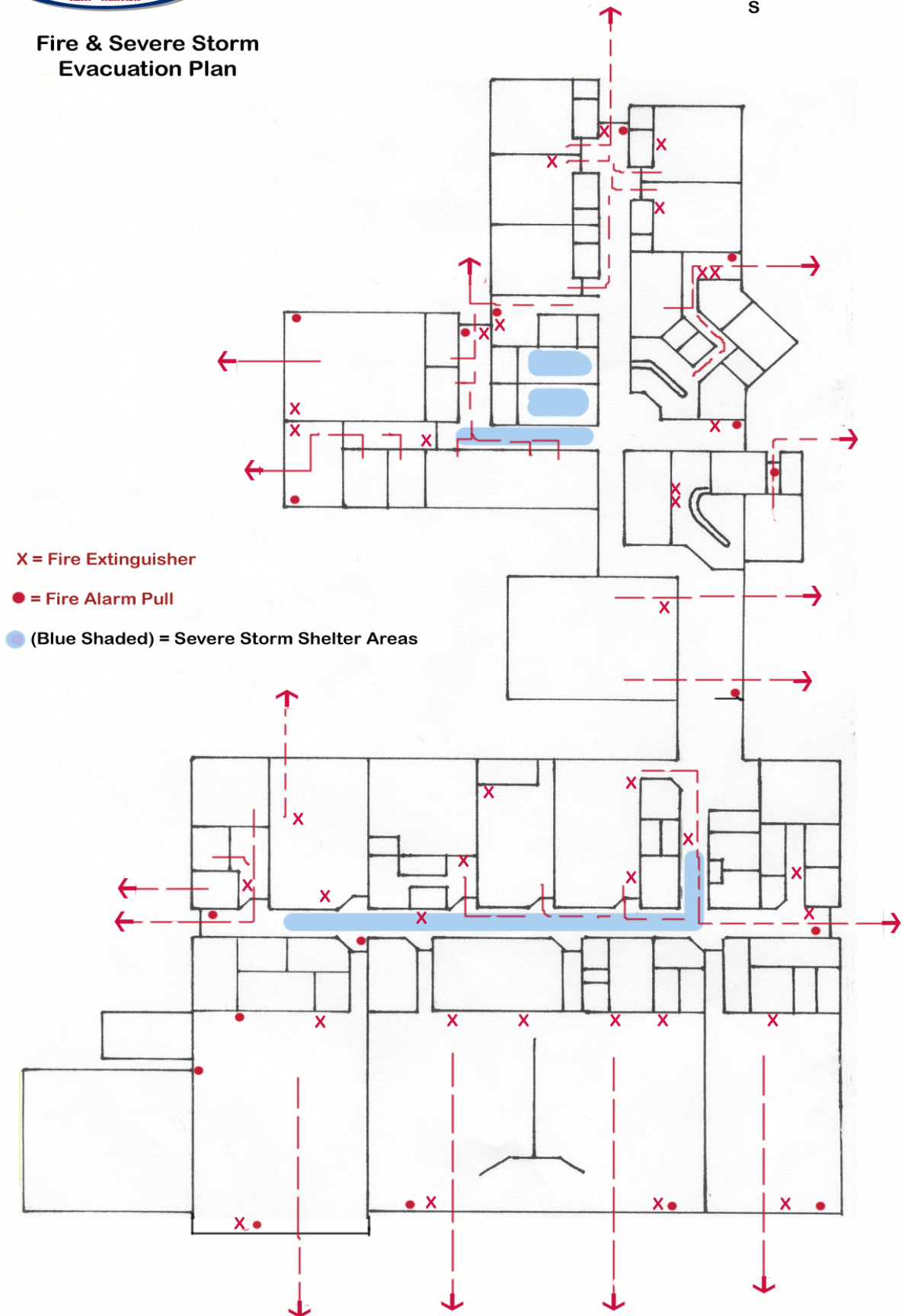
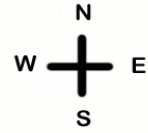
**Assistant Superintendent**.... will activate Fire Alarm, supervise the evacuation, and work with local emergency response personnel.

**Front Office Secretary** ..... will notify personnel of the emergency.

**Instructor** ..... evacuate classroom, remain with students, and take roll call at assembly point.

**Staff** ..... assist with the evacuation of students and visitors, report to the Assistant Superintendent.

## Fire & Severe Storm Evacuation Plan



**NORTHWEST TECHNOLOGY CENTER  
ALVA/FAIRVIEW**

***Job Description***

***POSITION:*** Short-Term Instructor

***QUALIFICATIONS:*** Demonstrated proficiency in subject area

***EXPERIENCE:*** Evidence of successful work experience; evidence of successful teaching/supervisory experience of adults

***WORKING HOURS:*** Flexible, as scheduled, Monday through Friday. Classroom hours will be determined based on need, may be day or evening.

***SUPERVISOR:*** AT&D/BIS Director

***PRIMARY FUNCTION:*** Provides academic instruction in subject area.

***MAJOR RESPONSIBILITIES:***

1. Provide or assist students with group and individualized instruction in those basic skills and knowledge needed to promote success in the program in which they are enrolled.
2. Keep accurate and detailed records of student time, test scores, proficiency, etc.
3. Assist students with media and materials used in conjunction with instruction.
4. Assist in planning curricular content and sequence.
5. Confers with students and evaluates performances throughout course.

## COURSE SYLLABUS

Most of you have been teaching at Northwest Technology for some time and have taught several courses over the past few years. **There are several reasons for having a course syllabus:**

- To have a complete outline of your course content so we will know exactly what is being taught
- So the student will know what will be expected of them in the course and what they are going to learn
- When an instructor follows an outline, the quality of instruction is improved
- An example form is attached. You can use this or something similar to it, but the syllabus should contain the following

Course Objective

Outline of Content for Each Class Meeting

Method of Evaluation (if applicable)

Textbook Used

AV Equipment needed (if applicable)

Supplies Needed

Before teaching your next class review your present syllabus, make the necessary revisions and submit a copy to the evening supervisor prior to the first class meeting

# Northwest Technology Center

Certifies That

*Student Name*

*Has Satisfactorily Completed  
\_\_\_\_ Hours of Instruction In*

*Class Name*

Date of Award – August 29, 2011



Instructor

*Daren Slater*

Administrator

Class Name \_\_\_\_\_

Class Instructor \_\_\_\_\_

Date of Class \_\_\_\_\_



## Student Emergency Form / Information Sheet

**LIABILITY DISCLAIMER:** I will not hold the Northwest Technology Center and staff to any liability or medical fees incurred due to accidental injury to me while in route to or from the school, while attending class, or school functions. Should an injury occur to me, I want the Northwest Technology Center to seek medical help as indicated below.

**ATTENDANCE POLICY:** This is to certify that I have read or have had explained to me the school's policy on tuition refund, drop policy, and transfer policy (if applicable). In addition, understand that I must attend 80% of the total class hours and complete the course to the instructor's satisfaction before being eligible to receive a grade.

PRINT NAME (First, Last)	CELL PHONE	HOME PHONE	WORK PHONE	Contact In case of Emergency	CONTACT PHONE	Yes, I understand the Liability Disclaimer	Yes, I understand the Attn. Policy
			14				

# NORTHWEST TECHNOLOGY CENTER STUDENT INTERNET ACCESS AGREEMENT

**STUDENT SECTION:**

Student Name \_\_\_\_\_ Grade (if applicable) \_\_\_\_\_  
(Last) (First) (MI)

School \_\_\_\_\_ School System \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

The Internet Acceptable Use Policy and/or the Student Handbook for Northwest Technology Center have been made available at the Northwest Technology Center office and at [www.nwtech.edu](http://www.nwtech.edu) . I agree to abide by their provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## NORTHWEST TECHNOLOGY CENTER GENERAL INFORMATION

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**Welcome to Northwest Technology Center!** We're glad you enrolled. We would like to give you some general information that will help make your experience here a valuable and pleasant one. We will make every effort possible to see that your class will benefit you; but we ask your help by following a few simple rules while you are here at the Technology Center.

**Parking:** Students may park in the east, and north parking lots.

**Telephone Messages** will be given to the student at break time. Students will not be called out of class except in case of an emergency. Personal calls cannot be made from the administrative offices. A public phone is located in the student lounge area hallway.

### **"TOBACCO FREE" CAMPUS**

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**Drugs/Alcoholic Beverages:** Absolutely No Drugs/Alcoholic Beverages are permitted on campus!

**Visitors** are not permitted in classrooms except with the permission of an administrator.

**Student Lounge, Drinking Fountains, and Bathrooms:** Locations closest to your class will be identified.

**Attendance – Evaluation Policy** A minimum of 75% of total class hours must be attended, and the class completed to the instructor's satisfaction before being eligible to receive a grade. Students are evaluated on aptitude, achievement, and work habits.

**Fire Evacuation Procedure** as explained by instructor. Detailed instructions are posted in the classroom.

**Tornado Warning Procedure** as explained by instructor. Detailed instructions are posted in the classroom.

**Safety Procedures** specific to course/classroom will be explained by the instructor.

**Food and Drinks** MUST BE CONSUMED IN THE DESIGNATED AREAS ONLY – NOT IN THE CLASSROOM. Dispose of beverage containers and/or food wrappers before entering the classroom.

**Books and Supplies** belonging to the classroom or instructor are not to be removed from the room.

**Break Time:** Policy and guidelines specific to your class will be explained by instructor. Breaks should be completed by 8:30 to allow adequate time to clean the area.

**Equipment and Work Area:** Turn off all equipment and leave your work area clean and orderly at the end of each class session.

**Concerns or Questions about the Course:** If a student has concerns or questions about the course, discuss it with the instructor. If it cannot be resolved with/by the instructor, contact Mr. Daren Slater, Mrs. Charlotte Hadwiger, or any administrator on duty at the time.





As of July 1, 2011, Northwest Technology Center has designated the Alva & Fairview Campuses as "Tobacco Free." There are no designated areas on campus where tobacco use is allowed by students, staff,

# Enrollment

Last Name - <b>Please Print</b>		First Name	Middle
_____		_____	_____
Social Security Number	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	E-Mail Address
_____	_____	____/____/____	_____
Mailing Address -- Street Address		City	State Zip
_____		_____	_____
Home Telephone Number	Cell Number	Business Telephone Number	
_____	_____	_____	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer		Is this Training Sponsored by Employer?	
_____		_____	

Signed Signature \_\_\_\_\_

**Race:** (check one)

- ☐ American Indian
- ☐ Asian
- ☐ Black
- ☐ Hawaiian/Pacific Islander
- ☐ Hispanic
- ☐ White
- ☐ Other

**Educational Level:** (check one)

- |   |   |
|---|---|
| <input type="checkbox"/> Less than H.S. diploma | <input type="checkbox"/> Bachelor Degree  |
| <input type="checkbox"/> High School Grad/GED   | <input type="checkbox"/> Associate Degree |
| <input type="checkbox"/> Some College Education | <input type="checkbox"/> Masters Degree   |
| <input type="checkbox"/> Technical Diploma      | <input type="checkbox"/> Doctorate Degree |
| <input type="checkbox"/> Other                  |   |

**Enrollment:**  
**Northwest**  
**Technology**  
**Center**

1801 11<sup>th</sup> Street  
Alva, OK 73717

**Telephone:**  
580 327-0344




**Fax:**  
580 327-5467

**Online:**  
[www.nwtech.edu](http://www.nwtech.edu)

**Payment is**  
**required at**  
**time of**  
**enrollment.**

COURSE TITLE	DATES	TUITION	FEE	RECEIPT #

**Method of Payment:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Discover Card  | <input type="checkbox"/> Check Number _____  | <input type="checkbox"/> Cash  |
| <input type="checkbox"/> Bill Company _____  | <input type="checkbox"/> Master Card  | <input type="checkbox"/> Visa Card  |

Company Name

Address

Contact Person

**ALL INFORMATION GIVEN IS CONFIDENTIAL and is used for our enrollment reporting only.**

**STUDENT SERVICES:** Student support services such as career guidance, assessment, job placement, personal counseling, and basic skill enhancement are available for evening adult students. Please contact office personnel or a building administrator for more information. Northwest Technology Center is making a good faith effort to comply with the provisions and responsibilities of the Americans with Disabilities Act of 1990 (ADA). Services are available to students with disabilities, including accommodations in facilities, programs, and services. Northwest Technology Center does not discriminate on the basis of race, color, national origin, sex, age, veteran status, qualified handicap or disability. For more information you may contact Daren Slater or Karen Koehn, Compliance Coordinators.

# Northwest Technology Center- Alva Campus

1801 S. 11th Street

Alva OK 73717

August 12, 2010

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## Class Attendance Roster - 10 Students

Course Title (Y1238)

Instructor: Name

Day, Date, 2010 - Day, Date, 2010

Time, Rm

**A=Absent P=Present**

		CmplCode	GRADE	CEU Units	08/12	08/19	08/26	09/02	09/09	09/16

*Example*

Instructor

18

Date

# STUDENT EVALUATION

**Name of  
Student:** \_\_\_\_\_

## FOR INSTRUCTOR USE ONLY

NOTE: Evaluate student so that your evaluation will be meaningful to a prospective employer at any time in the future (one week or three years) and can be understood and explained by whoever should be called upon to submit this information.

**Name of  
Course:** \_\_\_\_\_

Course Hours \_\_\_\_\_ Hours Attended \_\_\_\_\_

Date Enrolled \_\_\_\_\_ Date Completed \_\_\_\_\_

Certificate Issued \_\_\_\_\_ Date Issued \_\_\_\_\_

### Evaluation of Student

Aptitude for this type of work \_\_\_\_\_

Achievements in this course \_\_\_\_\_

Work Habits \_\_\_\_\_

Overall Rating \_\_\_\_\_

Grade Given (if any)(A,B,C,D,F,I) \_\_\_\_\_

### Evaluation Scale

5 - High

4 - Above Average

3 - Average

2 - Below Average

1 - Low Skills

**EXPLAIN SKILL  
LEVEL:** \_\_\_\_\_

**INSTRUCTOR'S COMMENTS OR  
RECOMMENDATIONS:** \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

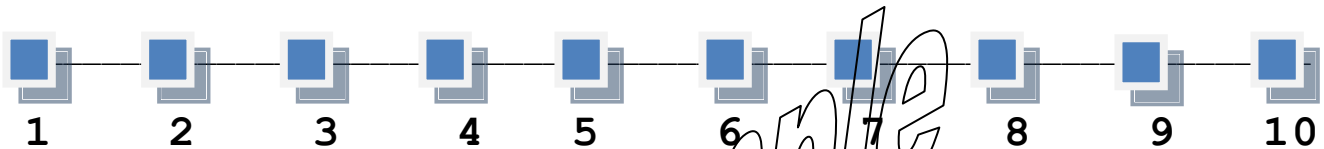
# Northwest Technology Center Course Feedback Form

Course Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

*On a scale of 1 to 10, please mark on the line below how likely you would be to recommend this course to a friend or colleague; with 1 being not at all likely and 10 being very likely.*



A horizontal scale from 1 to 10. Each number is centered below a blue square marker. The markers are connected by a thin horizontal line. A large, stylized, light gray watermark reading "Example" is diagonally across the scale.

What was the one thing you learned which will be the most use to you?

If you could change one thing about this class, what would it be?

What did you like most about this class?

*NOTES:*