



## School of Continuing Education

### CE CLASS ROOM SURVEY (Preparedness)

**\*TO BE COMPLETED BY CE INSTRUCTOR\***

Campus \_\_\_\_\_ Instructor \_\_\_\_\_  
 Phone \_\_\_\_\_ Course Name \_\_\_\_\_  
 Course # \_\_\_\_\_ CRN# \_\_\_\_\_  
 Room # \_\_\_\_\_ CE Staff \_\_\_\_\_

In order to improve service in the District, please take a moment to complete this evaluation of classroom/lab space. This survey should be completed **on this first day** of class and forward it to your Development Specialist or Campus CE Representative. Thank you for your cooperation.

1. Is your classroom clean?      Yes    No    Comments: \_\_\_\_\_
2. Are all the lights working?    Yes    No    Comments: \_\_\_\_\_
3. Is there adequate seating?    Yes    No    Comments: \_\_\_\_\_
4. Is the space appropriate for the type of class?    Yes    No    Comments: \_\_\_\_\_
  - Are tables needed?      Yes    No    N/A    Qty: \_\_\_\_\_
  - Are chairs needed?      Yes    No    N/A    Qty: \_\_\_\_\_
  - Are desks needed?      Yes    No    N/A    Qty: \_\_\_\_\_
5. Is the room equipment operating correctly?    Yes    No    N/A    Comments: \_\_\_\_\_
6. Was office staff helpful?      Yes    No           Comments: \_\_\_\_\_
7. Did you receive the necessary supplies?    Yes    No    N/A    Comments: \_\_\_\_\_

**Additional Comments:**

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#### Contact Campus for CE Campus Representatives

Downtown: 313-496-2758	Downriver: 734-374-3500	Western: 734-699-7008
Northwest: 313-934-4000	Eastern: 313-922-3311	University Square Ext. Site: 313-886-2425

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Signature of Instructor                      Date