WORKSHOP SCORING TOOL

Comment to reviewers: Score based on merit of the individual submission; do not compare to other workshops with similar topics.

**ASSESSMENT OF CONTENT**

**1. Goals and Objectives:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Unclear objectives | 2 | 3Well-articulated, attainable objectives | 4 | 5Particularly well stated, focused, and measurable learner centered objectives |

**2. Content is appropriate for workshop format:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Content (amount, type, and/or approach) unlikely to be successfully delivered in time allotted  | 2 | 3Content appropriate for workshop length and audience size | 4 | 5Content very well balanced for workshop length and audience size |

**ASSESSMENT OF METHODS / DELIVERY**

**3. Methods suited to meet educational objectives:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Methods are misaligned with objectives | 2 | 3Most objectives can be achieved with stated methods | 4 | 5All objectives will be achieved with stated methods |

**4. Methods will engage / involve participants:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Methods likely to distract or limit interaction by audience | 2 | 3Participation at a level appropriate for a workshop | 4 | 5Audience participation is uniquely integrated and supports objectives |

**OVERALL VALUE**

**5. Value of topic to COMSEP member:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Few will find this topic useful or relevant | 2 | 3Many will find this topic useful or relevant | 4 | 5Nearly all will find this topic useful or relevant |

**6. Recommendation:**

|  |  |  |  |
| --- | --- | --- | --- |
|  Accept |  Accept with revisions |  Reject (comment required) |  Defer: conflict of interest |

**Comments for committee discussion (for every reviewer to complete):**

|  |
| --- |
|  |

**Comments for authors (for final reviewer to compile from all committee members to include in acceptance/rejection letter):**

|  |
| --- |
|  |

**7. Collaboration with an administrator? Y/N Collaboration with a junior faculty member or trainee? Y/N**