



Effective Date: 4/2013

Revision Date: 2/1/2018

## **INSTRUCTOR FEEDBACK POLICY**

### **Policy:**

It is the policy of the Ohio Head Start Association that instructors provide feedback to learners on their mastery of learning outcomes.

### **Purpose:**

This policy is intended to maintain compliance with all local, state and federal regulations, as well as a high standard of professional conduct throughout the organization.

### **Responsibilities:**

Ohio Head Start Association Executive Director under the oversight of the OHSAI Governing Board

### **Process/Procedures:**

- Instructors will discuss the learning outcomes for their courses at the beginning of the course.
- Instructors will provide opportunities throughout their presentations for learners to ask questions and provide feedback.
- A minimum 10 minutes at the end of the instructional session will be reserved for questions and answers related to the learning outcomes of the session.
- Instructors will provide their contact information so that learners can contact the instructors for any follow-up questions.

Instructors will be notified of these requirements throughout the planning process and reminded on site. Compliance will be monitored via the Room Monitor Report.

**References:** *ANSI/IACET 1-2018 Standard*

