|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | CRITERIA | | | | | SCORE |
| 3 | 2 | | 1 | 0 |
| **PREPARATION** |  |  | |  |  |  |
| **Orientation Board**  737 Instructor Evaluation | The orientation board includes all of the following: lesson title, instructor name &rank, lesson timings, and applicable references | The instructor missed one or two items from the orientation board | | The instructor missed three items from the orientation board | The instructor missed all critical items from the orientation board, or no orientation board was used. | /3 |
| **Set up of Training Environment** | Set up includes all of the following: functional seating formation, training area is clean & well lit, training aids are prepared and ready for use | The instructor missed one item in training environment set up | | The instructor missed two items in training environment set up | The instructor missed more than two items in training set up, or no set up is evident | /3 |
| **Lesson Plan Format** | The lesson plan includes a cover sheet, teaching points, introduction, body, confirmation, and conclusion | The lesson plan is missing the cover sheet, but all other parts are present | | The lesson plan has the main body, but is missing one of the other main parts | The lesson plan is missing more than two parts, or the instructor did not provide a lesson plan to the evaluator | /3 |
| **Lesson Plan Content** | The lesson plan contains sufficient detail to cover the teaching points IAW the applicable QSP and includes relevant details to how the TPs are to be presented | The lesson plan contains adequate detail to cover the teaching points IAW the applicable QSP and includes some relevant detail of how TPs are to be presented | | The lesson plan contains insufficient material to cover the TPs IAW the applicable QSP and includes few details of how the TPs are to be presented | The instructor has no detail to support the delivery of an effective period of instruction OR the lesson plan was not developed IAW the QSP | /3 |
| **INTRODUCTION** |  |  | |  |  |  |
| **Initial Introduction** | The instructor stated **what** is being taught (TPs), **why** it is important, and **where** the lesson fits in | The instructor missed one main item in their introduction | | The instructor missed two main items in their introduction | The instructor missed more than two main items in their introduction or did not do an introduction | /3 |
| **Lesson Overview** | The instructor provided an overview of the conduct of the lesson, any precautions to be taken (if applicable), test details, and gave a control statement | The instructor missed one main item in their overview | | The instructor missed two main items in their overview | The instructor missed more than two main items in their overview or did not do a lesson overview | /3 |
| **Initial Demo (Skill Lesson Only)** |  |  | | The instructor demonstrated the steps to follow, or showed the finished product | The instructor did not show the steps to follow or the finished product | /1 |
| **Review / Approach** |  |  | | The instructor reviewed the previous lesson, or explained the approach of the lesson (if first in PO) | The instructor did not review the previous lesson, or explain the approach of the lesson | /1 |
| **Comments** |  | | | | | |
| Note: ICEPAC items underlined | CRITERIA | | | | | SCORE |
| 3 | 2 | | 1 | 0 |
| **BODY OF THE LESSON** | |  | |  |  |  |
| **Lesson Organization** |  |  | | Lesson is divided into appropriate stages | Lesson is not divided into appropriate stages | /1 |
| **Training Aids** | A variety of visual training aids were used that were relevant, realistic, and assisted trainees in understanding course material | Training aids were relevant and assisted trainees in understanding course material | | Training aids were used but were limited in enhancing trainee understanding of course material | Training aids were not used, or hindered trainees learning | /3 |
| **Method** | The instructor’s choice of methods supported trainee learning in all stages of the lesson | The instructor’s choice of methods supported trainee learning in most stages of the lesson | | The instructor’s choice of methods supported trainee learning in few stages of the lesson | The instructor’s choice of methods did not support, or hindered trainee learning | /3 |
| **Demo / Steps (Skill Lesson Only)** | The material was presented one step at a time, trainees imitated each step under supervision, instructor proceeded to second step after errors corrected, and there was a final summary | The instructor missed one step, or taught steps out of sequence | | The instructor missed two steps | The instructor missed more than two steps | /3 |
| ***Interest*** |  | The instructor motivated trainees by demonstrating enthusiasm for subject material | | The instructor demonstrated enthusiasm during parts of the lesson | The instructor did not demonstrate enthusiasm | /2 |
| ***Comprehension*** | The instructor asked questions to confirm previous knowledge and during lesson to confirm understanding, adjusted instruction to trainee’s reaction, and utilized handouts and assignments as learning activities (as applicable) | The instructor asked questions during lesson to confirm understanding, made some effort to adjust instruction to trainee’s reaction, and utilized handouts and assignments as learning activities (as applicable) | | The instructor asked a limited number of questions during the lesson and made little effort to adjust instruction to trainee’s reaction | The instructor did not ask questions during the lesson and did not make any noticeable effort to adjust instruction to trainee’s reaction. | /3 |
| **Sequence of Instruction** |  |  | | The instructor used a logical sequence in the presentation of the Teaching Points | The instructor had no logical sequence in the presentation of the teaching points | /1 |
| ***Emphasis*** | The instructor spent time relative to each TP, and used oral emphasis, repetition, and reinforcement for emphasis | The instructor missed one area, which impacted emphasis of the material of the lesson | | The instructor missed two areas which impacted emphasis of the material of the lesson | The instructor missed more than two areas which severely impacted emphasis of the material of the lesson | /3 |
| **Verbal Support** | The instructor used all parts of verbal support effectively (**Comparisons, Reasons, Examples, Statistics, Testimony)** | The instructor used 3-4 parts of verbal support | | The instructor 1-2 parts of verbal support | The instructor used no parts of verbal support | /3 |
| **Comments** |  | | | | | |
|  | CRITERIA | | | | | SCORE |
| 3 | 2 | | 1 | 0 |
| **BODY OF THE LESSON cont’d** | |  | |  |  |  |
| ***Participation* (knowledge lesson)** | Trainees participated in the learning process through the use of thought-provoking questions, and encouragement of expression and class solutions | Students participated in the learning process through the use of thought-provoking questions | | Students participated in the learning process through the use of some questions | Students did not participate in the learning process through the use of questions | /3 |
| ***Participation* (Skill Lesson)** |  | Trainees practiced the skill early and often | | Lesson presentation provided some opportunity for practice | The trainees were not given the opportunity to practice | /2 |
| ***Accomplish-ment*** |  | The instructor motivated and provided feedback to trainees consistently throughout lesson | | The instructor motivated and provided feedback to trainees during some parts of the lesson | The instructor did not motivate or provide feedback to trainees | /2 |
| ***Confirmation*** |  | The instructor **consistently** confirmed understanding of lesson material by conducting progress checks using questions, practice, exercises, assignments, or group activities during lesson | | The instructor **periodically** confirmed understanding of lesson material by conducting progress checks using questions, practice, exercises, assignments, or group activities during lesson | The instructor did not confirm understanding of lesson material | /2 |
| **Question Technique** |  | Utilized a variety of relevant types of questions that were easily understood | | Utilized some types of questions | Used only one type of question, or questions were not relevant or confusing to trainees | /2 |
|  | The instructor employed proper question technique the majority of the time throughout the lesson  **(Ask, Pause, Pick, Listen, Explain)** | | The instructor employed proper question technique some of the time during the lesson | The instructor did not use proper question technique | /2 |
| **Lesson Development** | The instructor introduced each stage, presented all teaching points applicable to the stage, and confirmed understanding at the end of each stage. | The instructor missed either the intro or confirmation for one of the stages, or did not cover all teaching points adequately in one stage | | The instructor missed all the introductions **or** all the confirmations for each stage | The instructor missed all introductions **and** all the confirmations for each stage | /3 |
| **End of Lesson Check** | The instructor confirmed understanding of the lesson by conducting an End of Lesson Confirmation / Test which covered **all** TPs of the lesson | The instructor confirmed understanding of the lesson by conducting an End of Lesson Confirmation / Test which covered **most** TPs of the lesson | | The instructor confirmed understanding of the lesson by conducting an End of Lesson Confirmation / Test which covered **some** TPs of the lesson | The instructor did not conduct an End of Lesson Confirmation. | /3 |
| **Comments** |  | | | | | |
|  | CRITERIA | | | | | SCORE |
| 3 | 2 | | 1 | 0 |
| **CONCLUSION** | |  | |  |  |  |
| **Conclusion** |  | Instructor re-stated the reason for learning (why) and summarized important points and areas for improvement | | The instructor missed either restating the reason for learning or restating the summary or areas of improvement | The instructor did not restate the reason for learning and did not summarize important points or areas for improvement | /2 |
|  | Instructor re-motivated trainees, explained next lesson, and if applicable reminded the trainees of safety precautions and distributed handouts | | The instructor missed one of the items in the conclusion | The instructor missed more than one item in the conclusion or did not have a conclusion | /2 |
| **Time Management** | Lesson was completed within time allotted (+/- 0-2 min) | Lesson was completed within time allotted (+/- 2-4 min) | | Lesson was completed within time allotted (+/- 4-5 min) | Lesson was not completed within time allotted (+/- >5 min) | /3 |
| **Comments** | | | | | TOTAL (Knowledge Lesson):  OR  TOTAL (Skill Lesson): | /65 |
| /62 |
| **Strengths** | | | **Areas for Improvement**  OR | | | |
|  | | |  | | | |
| **Dress & Deportment of Instructor:** | | | | | | |
| **Overall Comments:** | | | | | | |
| **Evaluator Signature** | | | **Instructor Signature** | | | |
| **Print Name** | | | **Print Name** | | | |