

ILETSB Instructor Evaluation Form

Section 1. Administrative data.

1.a. Start Date/Time: _____ 1.b. End Date/Time: _____
 1.c. Instructor's Name Last/First/MI: _____ 1.d. Agency: _____
 1.e. Class Location: _____ 1.f. MTU/Academy: _____ 1.g. In-Service/Academy: _____
 1.h. Course/Lesson Title(s): _____

Section 2. For ILETSB Staff Only

Instructions: Score items as GO, NO GO, or Not Applicable (N/A). Please place an 'X' to indicate correct answer. Additional documentation for professional development only; will not affect final evaluation score.

	Go	No Go	N/A		Go	No Go	N/A

Additional Remarks:

Section 3. The Instructor Competencies.

Items	Score	Items	Score
3.a.1. Stimulate and sustain motivation and engagement. Promote transfer of knowledge and skills.		3.a.5. Promote retention knowledge of skills	
3.a.2. Presentation and facilitation skills.		3.a.6. Assess learning and performance	
3.a.3. Provide clarification and feedback.		3.a.7. Communicate effectively	
3.a.4. Learning management.		3.a.8. Ethical / legal standards; Professional credibility	
3.b. Total Score (3.a.1. + 3.a.8)			



Item 3.c. Score each item using the rubric. Indicate the score that most closely fits what you observed and use the comments section to provide qualifications for your rating or annotate if there were areas that may have kept the instructor from fitting perfectly in the next category rating. A '0' in any area (competency rating) will result in a failed observation.

Rating	3 Exemplary	2 Accomplished	1 Developing	0 Unacceptable	Comment(s)/ Example(s)
<p>1. Stimulate and Sustain Motivation and Engagement. Promote Transfer of Knowledge and Skills.</p> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 10px auto;"></div>	<p>Provided opportunities for learners to participate and succeed.</p> <p>Gained and maintained learner attention by establishing relevance.</p> <p>Ensured goals and objectives are clear.</p> <p>Class is interesting and keep attendee's attention</p> <p>Fostered a favorable attitude toward learning (example: displaying enthusiasm about the subject).</p> <p>Provided an opportunity for students to connect learning to future applications (learning transfer).</p>	<p>Provided opportunities for learners to participate and succeed.</p> <p>Gained and maintained learner attention by establishing relevance.</p> <p>Ensured goals and objectives are clear.</p> <p>Class is interesting and keep attendee's attention</p>	<p>Provided opportunities for learners to participate and succeed.</p> <p>Gained and maintained learner attention by establishing relevance.</p>	<p>Did not meet all of the criteria for a "1" rating</p>	
Rating	3 Exemplary	2 Accomplished	1 Developing	0 Unacceptable	Comment(s)/ Example(s)
<p>2. Presentation and Facilitation Skills</p> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 10px auto;"></div>	<p>Involved learners in presentations.</p> <p>Gave directions that are clearly understood by all learners.</p> <p>Kept learning activities focused.</p> <p>Brought learning activities to closure</p> <p>Provided examples to clarify meaning.</p> <p>Draw upon the knowledge and experience of all participants.</p> <p>Mandates were met</p> <p>Course length assigned accordingly</p>	<p>Involved learners in presentations.</p> <p>Gave directions that are clearly understood by all learners.</p> <p>Kept learning activities focused.</p> <p>Brought learning activities to closure.</p> <p>Provided examples to clarify meaning.</p> <p>Draw upon the knowledge and experience of all participants.</p> <p>Mandates were met</p>	<p>Involved learners in presentations.</p> <p>Gave directions that are clearly understood by all learners.</p> <p>Kept learning activities focused.</p> <p>Brought learning activities to closure.</p>	<p>Did not meet all of the criteria for a "1" rating</p>	

Item 3.c. Score each item using the rubric. Indicate the score that most closely fits what you observed and use the comments section to provide qualifications for your rating or annotate if there were areas that may have kept the instructor from fitting perfectly in the next category rating. A '0' in any area (competency rating) will result in a failed observation.

Rating	3 Exemplary	2 Accomplished	1 Developing	0 Unacceptable	Comment(s)/ Example(s)
3. Provide Clarification and Feedback <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>	Provide opportunities for learners to request clarification. Use a variety of clarification and feedback strategies. Provide clear, timely, relevant, and specific feedback. Be open and fair when giving and receiving feedback. Provide opportunities for learners to give feedback.	Provide opportunities for learners to request clarification. Use a variety of clarification and feedback strategies. Provide clear, timely, relevant, and specific feedback. Be open and fair when giving and receiving feedback.	Provide opportunities for learners to request clarification. Use a variety of clarification and feedback strategies. Provide clear, timely, relevant, and specific feedback.	Did not meet all of the criteria for a "1" rating	
Rating	3 Exemplary	2 Accomplished	1 Developing	0 Unacceptable	Comment(s)/ Example(s)
4. Learning Management <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>	Anticipated and addressed situations that may impact learning and performance. Ensured learners had access resources. Established ground rules and expectations with learners. Employed time management principles during instruction. Discouraged undesirable behaviors in a timely and appropriate manner when necessary.	Anticipated and addressed situations that may impact learning and performance. Ensured learners had access resources. Established ground rules and expectations with learners. Employed time management principles during instruction.	Anticipated and addressed situations that may impact learning and performance. Ensured learners had access resources. Established ground rules and expectations with learners.	Did not meet all of the criteria for a "1" rating	

Item 3.c. Score each item using the rubric. Indicate the score that most closely fits what you observed and use the comments section to provide qualifications for your rating or annotate if there were areas that may have kept the instructor from fitting perfectly in the next category rating. A '0' in any area (competency rating) will result in a failed observation.

Rating	3 Exemplary	2 Accomplished	1 Developing	0 Unacceptable	Comment(s)/ Example(s)
<p>5. Promote Retention of Knowledge and Skills</p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 10px auto;"></div>	<p>Linked learning activities to prior knowledge.</p> <p>Encouraged learners to elaborate on concepts and ideas.</p> <p>Provided opportunities to practice newly acquired skills.</p> <p>Provided opportunities to synthesize and integrate new knowledge.</p> <p>Topic is of importance to Law Enforcement</p> <p>Provided opportunities for reflection and review.</p>	<p>Linked learning activities to prior knowledge.</p> <p>Encouraged learners to elaborate on concepts and ideas.</p> <p>Provided opportunities to practice newly acquired skills.</p> <p>Provided opportunities to synthesize and integrate new knowledge.</p> <p>Topic is of importance to Law Enforcement</p>	<p>Linked learning activities to prior knowledge.</p> <p>Encouraged learners to elaborate on concepts and ideas.</p> <p>Provided opportunities to practice newly acquired skills.</p>	<p>Did not meet all of the criteria for a "1" rating</p>	
Rating	3 Exemplary	2 Accomplished	1 Developing	0 Unacceptable	Comment(s)/ Example(s)
<p>6. Assess Learning and Performance</p> <div style="border: 1px solid black; width: 60px; height: 60px; margin: 10px auto;"></div>	<p>Communicate assessment criteria.</p> <p>Monitor individual and group performance.</p> <p>Assessed learner attitudes and reactions.</p> <p>Assessed learning outcomes.</p> <p>Provided learners with opportunities for self-assessment.</p>	<p>Communicate assessment criteria.</p> <p>Monitor individual and group performance.</p> <p>Assessed learner attitudes and reactions.</p> <p>Assessed learning outcomes.</p>	<p>Communicate assessment criteria.</p> <p>Monitor individual and group performance.</p> <p>Assessed learner attitudes and reactions.</p>	<p>Did not meet all of the criteria for a "1" rating</p>	

Item 3.c. Score each item using the rubric. Indicate the score that most closely fits what you observed and use the comments section to provide qualifications for your rating or annotate if there were areas that may have kept the instructor from fitting perfectly in the next category rating. A '0' in any area (competency rating) will result in a failed observation.

Rating	3 Exemplary	2 Accomplished	1 Developing	0 Unacceptable	Comment(s)/ Example(s)
<p>7. Communicate Effectively</p> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 10px auto;"></div>	<p>Used language appropriate to the audience, context and culture.</p> <p>Used appropriate verbal and non-verbal language.</p> <p>Sought and acknowledged diverse perspectives.</p> <p>Used active listening skills.</p> <p>Used appropriate technology to communicate.</p>	<p>Used language appropriate to the audience, context and culture.</p> <p>Used appropriate verbal and non-verbal language.</p> <p>Sought and acknowledged diverse perspectives.</p> <p>Used active listening skills.</p>	<p>Used language appropriate to the audience, context and culture.</p> <p>Used appropriate verbal and non-verbal language.</p> <p>Sought and acknowledged diverse perspectives.</p>	<p>Did not meet all of the criteria for a “1” rating</p>	
Rating	3 Exemplary	2 Accomplished	1 Developing	0 Unacceptable	Comment(s)/Example(s)
<p>8. Ethical and Legal Standards. Professional Credibility</p> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 10px auto;"></div>	<p>Ensured that learners were treated fairly.</p> <p>Complied with organizational and professional code of ethics.</p> <p>Respected intellectual property, including copyright.</p> <p>Demonstrated subject-matter expertise.</p> <p>Was open to change and improvement.</p>	<p>Ensured that learners were treated fairly.</p> <p>Complied with organizational and professional code of ethics.</p> <p>Respected intellectual property, including copyright.</p> <p>Demonstrated subject-matter expertise.</p>	<p>Ensured that learners were treated fairly.</p> <p>Complied with organizational and professional code of ethics.</p> <p>Respected intellectual property, including copyright.</p>	<p>Did not meet all of the criteria for a “1” rating</p>	

3.d. Additional Comments/Examples from items # 1 – 8:

Section 4. Signatures and Recommendations.

4.a. Evaluator Recommendations.

4.b. Learning Environment:

4.b.1. Was the learning environment **field** or **classroom**?

4.b.2. Clean? Yes/No? If no, provide additional explanation/s.

4.b.3. Relatively free from outside noise or distractions? Yes/No? If no, provide additional explanation/s.

4.b.4. Well lit? Yes/No? If no, provide additional explanation/s.

4.b.5. Large enough to conduct the planned activities? Yes/No? If no, provide additional explanation/s.

4.c. Signatures/Date.

Verbal De-Brief Conducted with Instructor: Yes No/if no why:

Copy of evaluation provided to Instructor by: Email Photo/Text Postal Service No Copy Provided/if not provided why:

4.c.1. Evaluator's Name (Last, First, MI):

4.c.2. Evaluator's Signature:

4.c.3. Date: