



## 66.06 Course Development Instructor Evaluation Checklist

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Course \_\_\_\_\_

### 1. Facilities

- |                        |                             |
|------------------------|-----------------------------|
| a. Cleanliness         | satisfactory/unsatisfactory |
| b. Comfort             | satisfactory/unsatisfactory |
| c. Safety              | satisfactory/unsatisfactory |
| d. Lighting            | satisfactory/unsatisfactory |
| e. Equipment readiness | satisfactory/unsatisfactory |

Comments: \_\_\_\_\_

### 2. Student Interaction

- |                                  |                             |
|----------------------------------|-----------------------------|
| a. Participation encouraged      | satisfactory/unsatisfactory |
| b. Checked for understanding     | satisfactory/unsatisfactory |
| c. Provided learning objectives  | satisfactory/unsatisfactory |
| d. Summarized leaning objectives | satisfactory/unsatisfactory |
| e. Student attention maintained  | satisfactory/unsatisfactory |

Comments: \_\_\_\_\_

### 3. Communication

- |                                   |                             |
|-----------------------------------|-----------------------------|
| a. Vocal quality                  | satisfactory/unsatisfactory |
| b. Written documents clear        | satisfactory/unsatisfactory |
| c. Personalized                   | satisfactory/unsatisfactory |
| d. Mannerisms/gestures            | satisfactory/unsatisfactory |
| e. Appropriate speech/terminology | satisfactory/unsatisfactory |

Comments: \_\_\_\_\_

#### 4. Questioning

- |                               |                             |
|-------------------------------|-----------------------------|
| a. Technique                  | satisfactory/unsatisfactory |
| b. Varied student involvement | satisfactory/unsatisfactory |
| c. Appropriate to lesson      | satisfactory/unsatisfactory |
| d. Answers provided           | satisfactory/unsatisfactory |
| e. Positive reinforcement     | satisfactory/unsatisfactory |

Comments: \_\_\_\_\_

#### 5. Lesson Presentation

- |                                    |                             |
|------------------------------------|-----------------------------|
| a. Time management                 | satisfactory/unsatisfactory |
| b. Transition between topics       | satisfactory/unsatisfactory |
| c. Eye contact                     | satisfactory/unsatisfactory |
| d. Pace                            | satisfactory/unsatisfactory |
| e. Materials ready/provided        | satisfactory/unsatisfactory |
| f. Major discussion points covered | satisfactory/unsatisfactory |
| g. Objectives covered              | satisfactory/unsatisfactory |

Comments: \_\_\_\_\_

#### 6. Test

- |                           |                             |
|---------------------------|-----------------------------|
| a. Provided               | satisfactory/unsatisfactory |
| b. Appropriate for course | satisfactory/unsatisfactory |
| c. Structure              | satisfactory/unsatisfactory |

Comments: \_\_\_\_\_

Overall Comments: \_\_\_\_\_

Recommended/Not recommended (for initial qualification only)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_