

ACADEMIC SOP

APPENDIX A

ASSAULT AMPHIBIAN SCHOOL BATTALION

INSTRUCTOR EVALUATION FORM

Course Title: _____ Date: _____

Lesson Title: _____

Lesson Number: _____ Evaluator: _____

Instructor: _____ Class #: _____

Training Company: _____ Student/Instructor Ratio: ____/____

Instructions: Obtain the most recent copy of the Master Lesson File from the Curriculum Development Section and review the training schedule prior to the start of the class. Check the box which most accurately represents the quality of each item.

5 = Outstanding 4 = Very Good 3 = Acceptable 2 = Needs Improvement 1 = Unacceptable

EVALUATION ITEM	5	4	3	2	1
Presentation of the Lesson					
a. Prepared to instruct the lesson prior to the start of the class. (Reviewed MLF, made instructor notes, prepared assistant instructors, etc.)					
b. Set up the classroom, range, or training area IAW the MLF.					
c. Presented the Gain Attention and motivated student Marines to do their best.					
d. Introduced self, assistant instructor(s) as appropriate, and lesson title.					
e. Read aloud and explained the learning objectives.					
f. Explained the method and media used to present the lesson.					
g. Explained specifically when and in detail how the students are evaluated. (Informed student Marines when the examination will take place and specifically how well they must perform to achieve mastery)					
h. Presented the content of the lesson IAW the MLF.					
i. Transitioned between main ideas smoothly. (Summarized the previous main idea, asked a minimum of two camouflaged questions, and provided a lead-in to the next main idea)					
j. Solicited questions from student Marines. (Did not belittle incorrect responses, reinforced or restated correct responses, provided fuzzy rubs)					
k. Responded to student Marine's questions. (Encouraged student Marine's questions, restated questions, redirected questions as appropriate, provided correct responses)					
l. Utilized media and training aids IAW the MLF.					
m. Managed the time allotted for the lesson.					

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EVALUATION ITEM	5	4	3	2	1
n. Managed the conduct of student Marines and assistant instructors. (Maintained control of the class, provided instructions/assistance to assistant instructor as needed, etc.)					
o. Reinforced safety and managed risk. (Emphasized the importance of safety as appropriate throughout the lesson, ensured the safety of student Marines and fellow instructors, managed risk appropriately)					
p. Observed Base, School, and Range SOP/regulations, as applicable.					
q. Summarized the lesson. (Avoided introducing new content or re-teaching information)					
Instructor Characteristics					
a. Displayed enthusiasm.					
b. Exhibited a professional attitude and appearance.					
c. Maintained proper eye contact with student Marines.					
d. Used communication skills effectively. (Proper grammar, appropriate language, used voice inflection for emphasis, appropriate rate of speech, appropriate volume, avoided crutch words or sounds)					
e. Used gestures and body language effectively. (Avoided displaying distracting mannerisms or inappropriate gestures)					
f. Demonstrated subject matter expertise. (Broad knowledge of the subject, conducted an effective demonstration, gained respect of student Marines, etc.)					
g. Used personal experiences or examples to stress the importance of lesson content.					
	5	4	3	2	1
TOTAL SCORE BY COLUMN (Add the number of checks received in each individual column and multiple by the associate point value)	+	+	+	+	+
FINAL EVALUATION SCORE (Add the total points received from each column and record the final evaluation score)					

Final Evaluation Score to Rating Conversion Chart	
Outstanding	120 through 115
Very Good	114 through 094
Acceptable	095 through 072
Needs Improvement	071 through 048
Unacceptable	047 through 000

Outstanding Very Good Acceptable Needs Improvement Unacceptable

Comments _____

Signature _____

Signature _____

Instructor Improvement Plan (Without exception, explain how you intend to improve the quality of each item rated as 3 or below.):

Signature of Instructor

Date

Officer In Charge Comments and/or Required Action (Provide comments or explain any action you intend to take regarding the instructor's performance.):

Signature of Course Supervisor

Date

Filing Instructions: * Original to Instructor's Record
* Copy to the After Instruction Report