

# FCOE INSTRUCTOR EVALUATION/CERTIFICATION TOOL (IET)

**See FS Form 12a for evaluation criteria/rubrics**

Instructor:	Lesson:	Course:	Unit:				
Please rate the following areas (if Not Observed or Not Applicable enter N/O or N/A in the far right column):		Significant Shortfall 1	Needs Improvement 2	Satisfactory 3	Good 4	Excellent 5	N/A or N/O
1. <b>Administrative Requirements:</b> Administrative Elements set conditions for successful learning event (examples - equipment, training aids, visitor's folder etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Subject Matter Expertise:</b> Instructor demonstrates mastery of subject matter and articulates aspects of technical and common core course content.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Facilitation of Learning:</b> Instructor facilitates the learning event by engaging students, summarizing important points, leading AARs, asking thought provoking questions, focusing learning and setting the conditions for critical thinking.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Instructor Fundamentals:</b> Instructor demonstrates proficiency in the methods and techniques of delivery of quality adult learning educational and training venues.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Learning Assessments:</b> Instructor uses multiple assessments to evaluate student learning/progress and refocuses student and instruction when necessary.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Student-Centered Focus:</b> Instructor places responsibility for learning on students by providing engaging instruction and encouraging initiative/active participation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Job or Combat Applications:</b> Instructor reveals the "why" behind learning to support integration of understanding in both job and combat applications.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Rigor/Challenge:</b> Instructor supports critical thinking skill development & practice by asking thought provoking questions, offering problems to solve, asking students to articulate/defend solutions and supporting creative solutions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Coach/Mentor:</b> Instructor coaches and mentors students by asking probing questions, providing tips, guiding and developing problem solutions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Role Model:</b> Instructor acts as a Profession of Arms role model by demonstrating confidence, enthusiasm, motivation, and positive demeanor.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Learning environment:</b> Instructor establishes a positive learning environment to support student interest, inquiry, learning, initiative and questioning.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. <b>Attribute Development:</b> Instructor integrates positive attribute development within lessons (self-discipline/initiatives/situational awareness/leadership/etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. <b>Outcomes/Objectives:</b> Instructor attains the lesson objectives and desired learning outcomes ensuring students can perform the required task, skill or desired behavior.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strengths:**

**Improves:**

**Recommendations:**

EVALUATOR:	POSITION:	DATE:
<b>CERTIFICATION DECISION/RECOMMENDATION:</b>		
<input type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>ADDITIONAL PRACTICE REQUIRED</b>	

**POINT RATING SCALE**

- 1-Significant Shortfall**     
 **2- Needs Improvement**     
 **3-Satisfactory/Adequate**     
 **4-Good/Effective**     
 **5-Excellent/Very Effective**

Overall a 5, 4, or 3 category score is required for certification in each of the 13 categories  
The evaluator must become very familiar with the criteria/metrics in each of the categories to provide meaningful feedback.

(Note: The department or organization can add any additional criteria desired as part of the evaluation assessment - attach to packet (example: TR Form 600-21-1 Instructor Observation Rubric.)

**Evaluator Signature:**

**Instructor Signature:**

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