U. S. Coast Guard Auxiliary
Instructor Development Course

Mentor Guide
Appendix C

Intent

This section is designed for the Mentor Instructor to use during both the ten to thirty minute and the one to two hour presentations. The Instructor Qualification Check List provides thirteen basic observable items with sub topics to be signed off during the presentation.

The Mentor Instructor prior to both presentations should review the items with the Instructor Trainee to insure that the trainee is familiar with what is expected during the presentations.

The Instructor Evaluation Sheet is a worksheet for the Mentor Instructor's notes during the performances. The General Comments space is provided for positive and negative quick reference notes during the presentation. For example, if an Instructor Trainee does an exceptional job of providing feedback to re-explain a concept not completely understood by the students, then a quick reference can be made in the Plus side such as Great feedback to re-explain. Likewise, the Delta is space to note any area that may need improvement such as: Talked to the chalkboard rather than the audience frequently.

The Mentor Instructor should arrange time to privately with the Instructor Trainer discuss the evaluation of each presentation.

Mentor Instructor Evaluation Forms

Instructor Qualification Check List

_____ **Has the Instructor successfully completed Appendix B of the IDC?**

_____ **1. Did the Instructor Analyze the Course Materials and Learner Information?**
> ➢ Is there evidence the Instructor had prepared materials prior to the lesson?
>> ▪ Had a prepared lesson plan?
> ➢ Is there evidence that the Instructor had found out information about the audience before the session?
>> ▪ Did the instructor ask the audience for background or what they hoped to gain from this lesson?
>> ▪ Did the Instructor clearly state class times, breaks and housekeeping items?

_____ **2. Did the Instructor Prepare the Training Site?**
> ➢ Is there evidence that the Instructor addressed the instructional site issues?
>> ▪ Set up the site to ensure all could see the training?
> ➢ Is there evidence that the students could participate appropriately?

_____ **3. Did the Instructor Establish and Maintain Instructor Credibility?**
> ➢ Demonstrate content expertise?
> ➢ Did the instructor state the learning objectives?
> ➢ Provide a model of professional and interpersonal behavior?
>> ▪ Was the instructor in correct uniform?

Instructor Qualification Check List

_____ **4. Did the Instructor Manage the Learning Environment?**

- ➢ Demonstrate time management?
    - ▪ Was the session started and ended on time?
    - ▪ Did the instructor cover the main points without rushing?
    - ▪ Allow for appropriate breaks?
- ➢ Involve learners in establishing as appropriate level of comfort?
- ➢ Manage group interaction and participation?
    - ▪ Did the instructor keep the group discussions focused and controlled?

_____ **5. Did the Instructor Demonstrate Effective Communications Skills?**

- ➢ Use appropriate verbal and nonverbal language?
- ➢ Use frames of reference familiar to the students?
    - ▪ Did the instructor use local knowledge and area familiarization?
- ➢ Demonstrate whether learners understood the message?
    - ▪ Were there review questions asked?

_____ **6. Did the Instructor Demonstrate Effective Presentation Skills?**

- ➢ Was there modulation of voice? (no monotone)
- ➢ Did the instructor make individual eye contact with the majority of the audience?
- ➢ Did the instructor use gestures?
- ➢ Did the instructor effectively move around the room while facilitating?
- ➢ Use anecdotes, stories, analogies, and humor effectively?
    - ▪ Were any "sea stories" limited in length?
    - ▪ Were any "sea stories" relevant to the lesson?
    - ▪ Were the participants encouraged to share their experiences?

_____ **7. Did the Instructor Demonstrate Effective Questioning Skills?**

- ➢ Use 3 of the 5 question types
- ➢ Directed questions appropriately?
- ➢ Use active listening techniques?
    - ▪ Paraphrase student questions to ensure all understood?

Instructor Qualification Check List

_____

_____ **8. Did the Instructor Respond Appropriately to Students' Needs for Clarification or Feedback?**

- ➢ Identify learners with clarification and feedback needs?
- ➢ Provide prompt, timely, and specific feedback?
  - ▪ Focused on the performance, not the person?
  - ▪ Made sure learners understood the relevancy?
- ➢ Welcome questions from the audience?

_____ **9. Did the Instructor Provide Positive Reinforcement and Motivational Incentives?**

- ➢ Match learning outcomes to student and needs and goals?
  - ▪ Could the student do the learning task by the end of the lesson?
- ➢ Use introductory activities to develop learning motivation?
  - ▪ Did the instructor make the learning relevant and fun?
- ➢ Use feedback and reinforcement during instruction?

_____ **10. Did the Instructor Use Instructional Methods Appropriately?**

- ➢ Demonstrated proficiency with these variety of methods:
  - ▪ Limited the amount of lecture
  - ▪ Used demonstrations
  - ▪ Used a group activity
  - ▪ Used individual activities
  - ▪ Facilitated a group discussion
- ➢ Use instructional techniques that fit the situation?
- ➢ Encouraged group dynamics associated with the media selected?
  - ▪ Used the slides (or other media) as an outline for class discussion rather than to lecture?

_____ **11. Did the Instructor Use Media Effectively?**

- ➢ Demonstrate proficiency with the equipment?
  - ▪ Was comfortable with a remote mouse?
- ➢ Troubleshoot any problems associated with the media selected?
- ➢ Limited the use of visual aids?
- ➢ Faced the audience and didn't read from the visuals?
- ➢ Used a variety of media?

Instructor Qualification Check List

_____   **12. Did the Instructor Evaluate Learner Performance?**
- ➤ Monitor learner progress throughout the instruction?
- ➤ Use a variety of techniques to monitor instruction?
  - ▪ Were questions asked?
  - ▪ Were the students given learning tasks or skills?
  - ▪ Was time allowed to practice skills?

_____   **13. Did the Instructor Demonstrate Understanding of the Principles of Adult Learning?**

- ➤ Made the topic relevant to the audience's needs?
- ➤ Made the participants partners in the learning experience?

Instructor Evaluation Sheet

Trainee's Name _____ Date_____

Evaluator's Name _____

Start Time _____ Stop Time _____ Total _____

Did the trainee post their objectives?   Yes ——— No ———

Did the trainee post their agenda?   Yes ——— No ———

Use the checklist to determine whether the trainee met each of the competencies identified on the Instructor Qualification Check List, signing off each bulleted point. Please refer to pages 14-16 of the Instructor Development Course Student Course Book for the 9 events of the 9 Event Lesson Plan for signing off below.

General Comments:	
Plus	**Delta**

9 Events Recognized: 1   2   3   4   5   6   7   8   9