



GEORGIA FIREFIGHTER STANDARDS AND TRAINING

INSTRUCTOR 2 SCORE SHEET

Lesson Plan Evaluation



Objective: 1 of 2

Student (Print): _____ Date: _____

Evaluator (Print): _____ Subject: _____

YES	NO	If you answer NO to any of the questions in this box – REJECT the lesson plan and return it to the student.
		* Is the lesson plan in narrative format with sentences?
		* Are all parts of the lesson plan included (i.e. Cover, Guide, Introduction, Body, Conclusion, Practical Exercise, Audio Visual, Hand Outs, and Test Questions)?
		* Is the information, correct, spelling, grammar, and punctuation?
		* Is the plan logical, consistent, and correct for the Performance Objectives?

<u>COVER/PREPARATION SHEET & INSTRUCTIONAL GUIDE</u>	
	* Does the cover/preparation sheet contain all the correct & necessary elements? (topic, time, resources needed, etc.)
	* Does the instructional guide contain specific information about lesson purpose, intent, plus suggested coordination and organization?
<u>INTRODUCTION</u>	
	* Does the opening include self introduction and a topic introduction?
	* Are the Terminal Performance Objectives / Enabling Objectives written properly (condition/action/standard)?
	* Does the purpose tell why the material is needed and how it is applied?
	* Is the introduction complete, appropriate, and motivating?
<u>BODY</u>	
	* Does the body include essential information supporting Enabling Objectives in sequence?
	* Are “notes” used to indicate and explain teaching techniques?
	* Do “notes” ask at least three (3) of the following type questions - Open, Closed, Direct, Overhead, Relay, Rhetorical, and Re-direct questions?
	* Are “notes” used to provide answers to questions?
	* Are “notes” used to specify use of training aids?
	Does the “body” contain at least one (1) practical exercise? (if applicable)
	* Is each element of the Practical Exercise clearly explained? (see Appendix) (if applicable)
	* Can this “plan” be used effectively by a substitute instructor?
	Does the plan follow an outline format?
	* Does the “plan” indicate the time frame for completing each part?
<u>CONCLUSION</u>	
	* Does the “summary” restate key points, including Performance Objectives?
	Are the students given final opportunity to ask questions?
	* Was a closing statement presented at the end of lesson?
<u>TRAINING AIDS</u>	
	* Are all training aids in the appendix?
	* Does the student have a variety of at least three (3) training aids?
<u>TEST QUESTIONS</u>	
	* Do the test questions relate to the objectives?
	* Are the test questions clearly written in acceptable format?
	* Are there five (5) written exam questions – (3 types), plus two (2) oral, seven total? (no true or false)
	* Are the answers provided to all seven test questions?

PASS	FAIL	Evaluators Signature: _____
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GEORGIA FIREFIGHTER STANDARDS AND TRAINING
INSTRUCTOR 2 SCORE SHEET
Lesson Plan Evaluation



Objective: 1 of 2

FINAL PRESENTATION COMMENT SHEET

Student: (Print) _____

Evaluator: (Print) _____ Subject: _____

This comment sheet reflects the impression your presentation had on the evaluator. It is an indicator of how he/she evaluated the presentation. The final presentation is simply a pass/fail exercise.

NOTE: Evaluators, any failed objective require written comments!

COMMENTS

Strong Points:

Challenges:

Overall Impression:

PASS

FAIL

Evaluator Signature: _____ Date: _____

Student Signature: _____ Date: _____



GEORGIA FIREFIGHTER STANDARDS AND TRAINING

INSTRUCTOR 2 SCORE SHEET

Presentation Evaluation



Objective: 2 of 2

Student (Print): _____ Date: _____ Time Begin: _____ Time End: _____

Evaluator (Print): _____ Subject: _____

	<u>INTRODUCTION</u>
	Instructor introduces him/her self to class.
	* Introduces topic, gain students attention, and motivation statement given.
	* Were the TPO and EO's stated and shown to the students?
	* Was the purpose for the training clearly stated and explained?
	<u>BODY</u>
	* Did the body of the lesson cover all the information needed to achieve the EO's?
	Were transitions made within the body of the presentation?
	* Was the material presented in logical, sequential order, consistent with the lesson plan?
	Was the practical exercise explained? (If, applicable)
	Were new terms correctly defined and explained by the instructor?
	Were personal experiences and brief anecdotes relevant/appropriate?
	<u>CONCLUSION</u>
	* Did the summary restate key points, highlighting the EO's?
	Were the students allowed a final opportunity to ask questions?
	* Was a closing statement presented at the end of lesson?
	<u>INSTRUCTOR'S DELIVERY</u>
	* Did the instructor ensure that he/she was speaking clearly to the class? (Can everyone hear/understand me, okay?)
	Was the instructor's volume and rate of speech appropriate?
	* Was the instructor's language, terminology, pronunciation correct?
	Were important points emphasized using voice pitch variation? (Not monotone)
	* Did the instructor avoid using distracting mannerisms?
	* Were appropriate gestures and body language used in presentation?
	Was the instructor enthusiastic during the instruction?
	Did the instructor speak with confidence on the material presented?
	* Was good eye contact evident throughout the presentation?
	* Did the instructor avoid reading word for word from the lesson plan?
	* Was sarcasm and personal beliefs sacred to others avoided?
	* Were questions asked to check student understanding?
	* Were questions answered in an acceptable manner with correct information?
	* During presentation did the instructor maintain control of the class?
	* Presentation was within the required 45-55 minute time frame.
	<u>TRAINING AIDS</u>
	* Were the training aids visible to all students (large lettering)?
	* Were a minimum of three audio/visual training aids presented?
	Were all words spelled correctly on the training aids?
	* Did the instructor explain the training aids clearly?
	* Did each training aid serve a purpose?
	Were the training aids presented smoothly? (The transition from presentation to training aid.)
	Did the training aids promote student involvement?
	* Were the training aids/handouts issued at the appropriate time?

PASS	FAIL	Evaluators Signature: _____
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GEORGIA FIREFIGHTER STANDARDS AND TRAINING

INSTRUCTOR 2 SCORE SHEET

Presentation Evaluation



Objective: 2 of 2

LESSON PLAN EVALUATION

Student: _____ Date: _____

Evaluator: _____ Subject: _____

YES	NO	If you answer NO to any of the questions in this box – REJECT the lesson plan and return it to the student.
		A. Is the lesson plan in narrative format with sentences?
		B. Are all parts of the lesson plan included (i.e. cover, guide, intro, body, conclusion, PE, A/V, H/O, test questions)?
		C. In the info, correct, spelling, grammar, punctuation?
		D. Is the plan logical, consistent, and correct for the PO's?

COVER SHEET & INSTRUCTIONAL GUIDE

1. Does the cover sheet contain all the correct & necessary elements?
2. Does the instructional guide contain specific information about lesson purpose, intent, plus suggested coordination and organization?

INTRODUCTION

3. Does the opening include self introduction and a topic introduction?
4. Are the TPO's written properly (cond./action/stand.) + EO's?
5. Do the "reasons" tell why the material is needed and how applied?
6. Is the introduction complete, appropriate, and motivating?

BODY

7. Does the body include essential information supporting EO's in sequence?
8. Are "notes" used to indicate and explain teaching techniques?
9. Are "notes" used to ask thought provoking questions?
10. Are "notes" used to provide answers to questions (if appropriate)?
11. Are "notes" used to specify use of training aids?
12. Does the "body" contain at least one (1) practical exercise?
13. Is each element of the P.E. clearly explained? (see App C)
14. Can this "plan" be used effectively by a substitute instructor?
15. Does the "plan" follow the recommended outline labeling format?
16. Does the "plan" indicate the time frame for completing each part?

CONCLUSION

17. Does the "summary" restate key points briefly, including PO's?
18. Are the students given final opportunity to ask questions?
19. Does the closing statement end the class on a positive note?

TRAINING AIDS

20. Are all OHT's and chart/board information in APP a, Handouts in APP B?
21. Are the training aids neat, attractive, and easy to read?
22. Does the student have at least five training aids?
23. Is there a variety of at least three (3) different types of aids?

TEST QUESTIONS

24. Do the test questions relate to the objectives?
25. Are the test questions clearly written in acceptable format?
26. Are there five (5) written exam questions – (3 types), plus two (2) oral, seven total?
27. Are the answers provided to all seven test questions?

PASS	FAIL	Evaluators Signature: _____
		Student Signature: _____



GEORGIA FIREFIGHTER STANDARDS AND TRAINING
INSTRUCTOR 2 SCORE SHEET
Presentation Evaluation



Objective: 2 of 2

Comments:

FINAL PRESENTATION COMMENT SHEET

Student: _____ Date: _____

Evaluator: _____ Subject: _____

This comment sheet reflects the impression your presentation had on the evaluator. It is an indicator of how he/she arrived at your score. The final presentation is simply a pass/fail exercise.

COMMENTS

Strengths:

Challenges:

Overall Impression:

PASS

FAIL

Evaluator: _____ Date: _____