

SAMPLE EDUCATIONAL METHODS*For Conducting Educational Scope of Practice Evaluation***Presentation Evaluation Sheet**

Applicant Name: _____ Evaluator: _____ Date: _____

Each criterion listed below should be evaluated on a scale from 0 to 3 according to reasonable expectations of the instructor. Use the comments beside each criterion to justify your rating. Use the "NA" rating if the criterion does not apply to the presentation.

RATING SCALE
3 = Exceeded expectations 2 = Satisfactory presentation/performance 1 = Incomplete 0 = Not performed

| CRITERIA | 3 | 2 | 1 | 0 | NA | COMMENTS |
|---|---|---|---|---|----|----------|
| PREPARATION | | | | | | |
| Were equipment and materials all in place and ready? | | | | | | |
| Rate the quality of the objectives. | | | | | | |
| Rate the quality of the test questions. | | | | | | |
| Rate the completeness of the lesson plan. | | | | | | |
| PRESENTATION | | | | | | |
| Did the instructor introduce him/herself? | | | | | | |
| Did the instructor tell the group enough about the lesson to make it interesting yet keep the introduction brief? | | | | | | |
| Did the instructor find out what the group knew about the presentation at hand? | | | | | | |
| Did the instructor demonstrate and/or present one important piece of information at a time? | | | | | | |
| Was the material presented in an organized fashion? | | | | | | |
| How well did the instructor stress the key points? | | | | | | |
| Did the instructor summarize the information at various points during the presentation? | | | | | | |
| Did the instructor explain the information clearly and completely? | | | | | | |
| Did the instructor summarize the entire presentation? | | | | | | |
| Did the instructor follow the lesson plan? | | | | | | |
| Did the instructor adhere to the time limit (45 - 50 minutes)? | | | | | | |
| QUESTIONING | | | | | | |
| Did the instructor use questioning to spot-check his instruction or stress important points? | | | | | | |
| Did the instructor encourage active participation by the use of questions? | | | | | | |
| Did the instructor encourage the student who supplied a wrong answer? | | | | | | |

| CRITERIA | 3 | 2 | 1 | 0 | NA | COMMENTS |
|--|---|---|---|---|----|----------|
| INSTRUCTIONAL MEDIA | | | | | | |
| Did the media have a direct relationship with the topic? | | | | | | |
| Did the instructor present the media at an appropriate time for the student to understand its relationship to the subject? | | | | | | |
| Did the instructor use the media effectively (proper introduction and summary of videotape, audio tape, etc.)? | | | | | | |
| Was the media used with little or no disruption of the presentation (was the media preset, was equipment working properly, etc.)? | | | | | | |
| COMMUNICATION | | | | | | |
| Did the instructor use positive communication in the verbal presentation (did the instructor avoid making excuses for the topic, apologizing, etc.)? | | | | | | |
| Did the instructor speak clearly, distinctly, and with sufficient volume? | | | | | | |
| Did the instructor speak at an appropriate pace? | | | | | | |
| Did the instructor avoid distracting habits (such as excessive hand gestures or repeating words like "um" or "okay")? | | | | | | |
| APPEARANCE | | | | | | |
| Did the instructor appear at ease? | | | | | | |
| Was the instructor neatly attired? | | | | | | |
| OVERALL RATING | | | | | | |
| Please give your rating for the presentation as a whole. | | | | | | |

ADDITIONAL COMMENTS/SUGGESTIONS for the PRESENTER:

SAMPLE EDUCATIONAL METHODS*For Conducting Educational Scope of Practice Evaluation***Skills Presentation Evaluation Sheet**

Applicant Name: _____ Evaluator: _____ Date: _____

Each criterion listed below should be evaluated on a scale from 0 to 3 according to reasonable expectations of the instructor. Use the comments beside each criterion to justify your rating.

RATING SCALE

3 = Exceeded expectations 2 = Satisfactory presentation/performance 1 = Incomplete 0 = Not performed

| CRITERIA | 3 | 2 | 1 | 0 | COMMENTS |
|---|---|---|---|---|----------|
| PREPARATION | | | | | |
| Did the instructor have everything ready (lesson plan, objectives, etc.)? | | | | | |
| PRESENTATION | | | | | |
| Did the instructor introduce him/herself? | | | | | |
| Did the instructor keep the introduction brief, yet interesting? | | | | | |
| Did the instructor demonstrate and/or present one important piece of information at a time? | | | | | |
| Was the material presented in an organized fashion? | | | | | |
| Did the instructor check to make sure that the student learned the material? | | | | | |
| Did the instructor respond to the learners' questions appropriately? | | | | | |
| Did the instructor adhere to the time limit? | | | | | |
| SKILLS | | | | | |
| Did the instructor point out each step required to complete the skill? | | | | | |
| Did the instructor correctly perform the skill? | | | | | |
| Did the instructor give directions while the learner performed the skill? | | | | | |
| Did the instructor correct errors properly? | | | | | |
| COMMUNICATION | | | | | |
| Did the instructor speak clearly, distinctly, and with sufficient volume? | | | | | |
| Did the instructor speak at an appropriate pace? | | | | | |
| Did the instructor avoid distracting habits (such as excessive hand gestures or words like "um" or "okay")? | | | | | |
| Did the instructor maintain adequate eye contact with the group? | | | | | |
| OVERALL RATING | | | | | |
| Give an overall rating for the presentation. | | | | | |

ADDITIONAL COMMENTS/SUGGESTIONS for the PRESENTER: