

Dear Instructor Monitor,

Thank you for helping to develop new Instructor Candidates (ICs) for ENPC and TNCC. Please provide comments and enter the appropriate letter to describe the IC's performance using the following rating scale:

E = Excellent: No recommendation for improvement

A = Acceptable: Acceptable performance but could be further developed

I = Needs Improvement: Unacceptable performance; needs further development

NA = Not Applicable: Unable to demonstrate on this monitoring attempt due to course size, monitor availability, or other factors

If all criteria are demonstrated with a minimum rating of acceptable, the Monitor will tell the Course Director that the IC has been successfully monitored; the Course Director will document successful monitoring in the course roster.

If the IC did not meet all expectations for successful verification as an instructor, inform the Course Director and provide the Instructor Candidate with a completed copy of this form to facilitate success with the next monitoring attempt.

Course Component	Evaluation Criteria	Rating	Comments
Group Discussion Exercise Day 1 Topic: Start Time: Stop Time: Time Over/Under:	1. Allows the class time to respond to questions 2. Does NOT provide immediate answers to the questions; asks follow-up questions to guide the class to the correct answer 3. Repeats answers from the class so the entire class can hear 4. Monitors learners' times to complete the activity 5. Provides accurate clarifications when needed 6. Lectures ONLY when indicated by the teaching material		

Course Component	Evaluation Criteria	Rating	Comments
<p>Group Discussion Exercise Day 2 (if applicable)</p> <p>Topic:</p> <p>Start Time:</p> <p>Stop Time:</p> <p>Time Over/Under:</p>	<ol style="list-style-type: none"> 1. Allows the class time to respond to questions 2. Does NOT provide immediate answers to the questions; asks follow-up questions to guide the class to the correct answer 3. Repeats answers from the class so the entire class can hear 4. Monitors learners' times to complete the activity 5. Provides accurate clarifications when needed 6. Lectures ONLY when indicated by the teaching material 		
<p>Skill Station Teaching Scenario:</p> <p>Start Time:</p> <p>Stop Time:</p> <p>Time Over/Under:</p>	<ol style="list-style-type: none"> 1. Uses appropriate examples to illustrate teaching points 2. Monitors learners' times to complete the activity 3. Provides constructive feedback in a supportive manner 4. Conducts debriefing with constructive feedback, enabling further exploration of concepts and learning as time allows. 		
<p>Skill Station Evaluation</p>	<ol style="list-style-type: none"> 1. Provides appropriate verbal or nonverbal feedback to the learner during testing 2. Redirects the learner when appropriate without over-prompting 3. Provides accurate instructor responses to the learner during testing period 4. Coordinates the instructor's script and learner's demonstration and description of the assessment and interventions 5. Completes evaluation forms accurately at end of learners' demonstrations 		

Course Component	Evaluation Criteria	Rating	Comments
Other			

Course Number or Date: _____

Instructor Candidate (IC) Name: _____ Monitor Name: _____

Date of IC's Instructor Course: _____

Instructor Candidate Monitoring Experience 1st 2nd 3rd

Signature of Monitor Date

I, _____ (print IC name), have reviewed the information and am aware of the outcome of being monitored.

Signature of Instructor Candidate Date