

**INSTRUCTOR FACILITATION SKILLS EVALUATION RUBRIC (as of 25 Nov 2014)**



Class # \_\_\_\_\_

Student Name: \_\_\_\_\_

Student # \_\_\_\_\_

Evaluator: \_\_\_\_\_

Rating/Grade \_\_\_\_\_

Task or Enabler: \_\_\_\_\_

**Purpose.** To assess the instructor and facilitation skills of future graduates.

This rubric assesses the following outcome: Conduct a company level C-IED training program.

**Note.**

1. Provide a copy of this rubric to the students ahead of time and encourage them to use it as a check list. Provide your final score and feedback upon completion.
2. Students must receive 52 point which equals 80% to receive a passing score.
3. Score guidance for this Rubric:0 is the lowest score and 5 is the highest score.

AREAS	PROFICIENT (5 - 3.75 Points)	MARGINAL (3.5 - 2.75 Points)	NEEDS IMPROVEMENT (2.5 - 0 Points)	SCORE
<b>INTRODUCTION</b>				
<b>Motivator</b>	<u>Captured</u> Soldiers' attention by presenting a realistic situation.	<u>Somewhat</u> captured Soldiers' attention by informing them of the benefits of the instruction.	<u>Did not</u> capture Soldiers' attention by informing them of the benefits of the instruction.	
<b>Class Objective</b>	<u>Described</u> exactly the task or enabler that the student must perform with specific examples or explanation.	<u>Somewhat</u> described the task or enabler that the student must perform with specific examples or explanation.	<u>Did not</u> describe the task or enabler that the student must perform <u>and/or</u> did not include specific examples or explanation.	
<b>DELIVERY OF INSTRUCTION</b>				
<b>Instructor Facilitator</b>	Covered <u>in-depth</u> the components of the enabler being taught. Used anecdotes or examples that were relevant, significant, and timely.	<u>Somewhat</u> covered the components of the enabler being taught. Used anecdotes or examples that were relevant, significant, and timely.	<u>Did not</u> cover the components of the enabler being taught. <u>And/or</u> used anecdotes or examples that were relevant, significant, and timely.	
<b>Observer</b>	<u>Observed</u> the Soldier through the hands on activity to determine how well the Soldier was functioning, learning, and achieving the goal.	<u>Somewhat</u> observed the Soldier through the hands on activity to determine how well the Soldier was functioning, learning, and achieving the goal.	<u>Did not</u> observe the Soldier through the hands on activity to determine how well the Soldier was functioning, learning, and achieving the goal.	
<b>Interacting with Students</b>	<u>Engaged and interacted</u> with Soldiers and asked questions, answered questions, and made corrections. <u>Ensured</u> that the task was completely understood.	<u>Somewhat</u> engaged and interacted with Soldiers and asked questions, answered questions, and made corrections. <u>Somewhat</u> ensured that the task was completely understood.	<u>Did not</u> engage and interact with Soldiers and <u>did not</u> ask questions, answer questions, and make corrections. <u>And/or</u> <u>did not</u> ensure that the task was completely understood.	
<b>Meets Objectives</b>	<u>Exceeded</u> the stated objectives of the training.	<u>Somewhat met</u> the stated objectives.	<u>Did not</u> meet the stated objectives of the training.	
<b>Focus on Task</b>	<u>Always</u> acknowledged Soldiers and responded in a clear, concise way.	<u>Generally</u> acknowledged Soldiers and responded in a clear, concise way.	<u>Rarely</u> acknowledged Soldiers and responded in a clear, concise way.	

AREAS	PROFICIENT (5 - 3.75 Points)	MARGINAL (3.5 - 2.75 Points)	NEEDS IMPROVEMENT (2.5 - 0 Points)	SCORE
<b>CONCLUSION</b>				
<b>Review Lesson Objective</b>	<u>Reviewed</u> the task or enabler that the Soldiers performed and gave specific examples or explanation.	<u>Somewhat</u> reviewed the task or enabler that the Soldiers performed and gave <u>some</u> examples or explanation.	<u>Did not</u> review the task or enabler that the Soldiers performed, and/or <u>did not</u> give any examples or explanation.	
<b>Check-on Learning</b>	<u>Determined</u> if Soldiers learned by asking relevant check on learning questions or by having them demonstrate a task. Provided appropriate feedback.	<u>Somewhat</u> determined if Soldiers learned by asking check on learning questions or by having them demonstrate a task. Provided appropriate feedback.	<u>Did not</u> determine if Soldiers learned by asking check on learning questions or by having them demonstrate a task <u>and/or</u> <u>did not</u> provide feedback.	
<b>Summary</b>	<u>Provided</u> a comprehensive summary of the instruction and <u>avoided</u> excessive and long explanations.	Provided a <u>somewhat complete</u> summary of the instruction and <u>avoided</u> excessive and long explanations.	<u>Did not</u> provide a complete summary of the instruction, <u>and/or</u> <u>did not</u> avoid excessive and long explanations.	
<b>PREPARATION</b>				
<b>Demonstrated Knowledge of Task or Enabler</b>	<u>Demonstrated</u> technical subject matter expertise of the task or enabler taught.	<u>Somewhat</u> demonstrated technical subject matter expertise of the task or enabler taught.	<u>Did not</u> demonstrate technical subject matter expertise of the task or enabler taught.	
<b>Training Materials</b>	Soldier had <u>plenty</u> of equipment in hand and <u>also had</u> additional supplies and material required for the instruction.	Soldier had <u>adequate</u> number of equipment in hand and <u>also had</u> additional supplies and material required for the instruction.	Soldier <u>did not</u> have adequate number of equipment in hand <u>and/or</u> <u>did not</u> have additional supplies and material required for the instruction.	
<b>Preparation</b>	Instruction was <u>well prepared</u> and it was evident in the <u>excellent</u> delivery and conduct of the training.	Instruction was <u>somewhat</u> prepared and it was evident in the <u>good</u> delivery and conduct of the training.	Instruction <u>was not</u> well prepare and it was evident in the <u>poor</u> delivery and <u>poor</u> conduct of the training.	
			<b>TOTAL POINTS</b>	
			<b>PERCENT GRADE</b>	

**Evaluator Comments:** (Comments are required if the student overall score is "Needs Improvement").