Northern Virginia Criminal Justice Academy

**Apprenticeship Instructor Evaluation Form**

Instructions

The Department of Criminal Justice Services (DCJS) requires that Academies document and maintain a record of all Instructor Apprenticeships. The attached Apprenticeship Evaluation Form is the means by which the Northern Virginia Criminal Justice Academy complies with this mandate.

The following instructions will assist the Evaluator in completing the Apprenticeship Evaluation Form:

1. Apprenticeships must be conducted during training approved by NVCJA. The only exceptions would be for classes such as SFST that are based on uniform statewide curricula, and this must be approved in advance. Any questions regarding a specific apprenticeship should be directed to the In-Service Training Manager.

2. Lesson plans must be approved in advance by the Academy Director for Mandatory In-Service Retraining Credit (MIR). Only MIR approved classes may be used for Apprenticeship purposes.

3. The Apprenticeship class being evaluated must be conducted within 12 months of the Instructor Applicant successfully completing an Instructor Certification Course (General or Skilled).

* If the apprenticeship is not completed within twelve months the candidate must retake the entire class

4. Only a DCJS *Certified Instructor,* who possesses a minimum of three years of experience as a certified instructor in the topic being taught, may evaluate Apprenticeship training. Evaluator instructors must ensure their instructor certification is current and not expired:

5. Specific form instructions:

* The evaluator instructor will complete the heading and enter the appropriate rating along with any supporting comments;
* The Presentation Strengths block must contain evaluator comments which reinforce the positive aspects of the instruction;
* The Recommended Improvements block must contain constructive comments that are intended to help the instructor applicant improve upon their instructor skills.
* The Evaluator will review the Evaluation Form with the Instructor Applicant and both individuals must sign the form.

6. Upon completion of the apprenticeship training, the completed Apprenticeship Evaluation Form, Lesson Plan, and a signed DCJS Form IC-1 Application for Instructor Certification should be submitted to the NVCJA In-Service Section through your agency’s Training Section.

 Northern Virginia Criminal Justice Academy

**Apprenticeship Instructor Evaluation Form**

Please print/type in the blocks below: (If training conducted as a part of Basic Academy please include session number)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Apprentice Instructor Name: | | Course: | | | | MIR Approved? | | Evaluator Name: |
| Yes | No |
|  |  |
| Agency: | | Lesson Title: | | | | | | Evaluator Agency: |
| Date: | | Start & Finish Times: | | | | | | Training Site: |
| **Evaluators will enter the following performance codes:** “O” **for Outstanding**  “S” **for Satisfactory** “U” **for Unsatisfactory and** “N/A” **for areas that were Not Applicable** | | | | | | | | |
| **Lesson Plan** | | | **Code** | | **Evaluator Comments** | | | |
| Had an appropriate Agency / Academy format | | |  | |  | | | |
| Included Instructional Goal and Objectives | | |  | |
| Listed specific resources in the bibliography | | |  | |
| Provided for an organized presentation | | |  | |
| **Presentation Skills** | | | **Code** | | **Evaluator Comments** | | | |
| Instructor was prepared to start class on time | | |  | |  | | | |
| Instructor was dressed appropriately | | |  | |
| Demonstrated a smooth introduction | | |  | |
| Identified the Instructional Goal & Objectives | | |  | |
| Presented the class in a clear logical order | | |  | |
| Taught with confidence & enthusiasm | | |  | |
| Did not digress from the lesson plan | | |  | |
| Knew the material being taught | | |  | |
| Provided useful examples & illustrations | | |  | |
| Demonstrated good voice control & inflection | | |  | |
| Displayed authority & control over the classroom | | |  | |
| Demonstrated a professional demeanor using meaningful movements & gestures | | |  | |
|  | | |  | |  | | | |
|  | | |  | |  | | | |
|  | | |  | |  | | | |
| **“O” for Outstanding, “S” for Satisfactory, “U” for Unsatisfactory and “N/A” for areas that were Not Applicable** | | | | | | | | |
| **Training Aids** | | | **Code** | | **Evaluator Comments** | | | |
| Aids were used effectively | | |  | |  | | | |
| Aids were current and in good condition | | |  | |
| Handout material was organized & relevant | | |  | |
| **Course Review** | | | **Code** | | **Evaluator Comments** | | | |
| Reviewed the Goal & Objectives | | |  | |  | | | |
| Summarized the course content | | |  | |
| Used visual aids in the review | | |  | |
| Included questions to the students for feedback | | |  | |
| **Student Involvement** | | | **Code** | | **Evaluator Comments** | | | |
| Instructor encouraged student participation | | |  | |  | | | |
| Instructor used a variety of class participation techniques | | |  | |
| Instructor kept the students motivated & interested | | |  | |
| Instructor handled the students’ questions effectively | | |  | |
| **Note:**  **A comprehensive lesson plan, all supporting documents and a signed DCJS Application for Instructor Certification Form must accompany this form for the Academy.** | | | | | | | |
| Presentation Strengths Comments | | | | | | | |
| Recommended Improvements Comments: | | | | | | | |
| Applicant Instructor Signature: | | | Evaluator’s Signature: | | | | |