



INSTRUCTOR DEVELOPMENT ASSESSMENT

State Form 57229 (3-23)
INDIANA LAW ENFORCEMENT ACADEMY

Instructor Assessment of 50-minute presentation.

Date of Presentation (<i>month, day, year</i>)	Location
Presenter	Presentation Title
Evaluator	Presentation Time

PREPARATION		
	<u>Pass</u>	<u>Fail</u>
1. Cover sheet accurate and complete	<input type="checkbox"/>	<input type="checkbox"/>
2. Lesson plan accurate and complete	<input type="checkbox"/>	<input type="checkbox"/>
3. Outline included all of teaching points in presentation	<input type="checkbox"/>	<input type="checkbox"/>
4. Lesson plan adequate to defend presentation	<input type="checkbox"/>	<input type="checkbox"/>
5. Reference material included	<input type="checkbox"/>	<input type="checkbox"/>

PRESENTATION (INTRODUCTION)		
	<u>Pass</u>	<u>Fail</u>
1. Established credibility	<input type="checkbox"/>	<input type="checkbox"/>
2. Gained class attention	<input type="checkbox"/>	<input type="checkbox"/>
3. Stated purpose of training and need to learn	<input type="checkbox"/>	<input type="checkbox"/>
4. Established a rapport with class	<input type="checkbox"/>	<input type="checkbox"/>
5. Stated course objectives in presentation	<input type="checkbox"/>	<input type="checkbox"/>
6. Course objectives in Lesson Plan	<input type="checkbox"/>	<input type="checkbox"/>

PRESENTATION (BODY)		
	<u>Pass</u>	<u>Fail</u>
7. Used lesson plan outline or notes during presentation	<input type="checkbox"/>	<input type="checkbox"/>
8. Used smooth transitions in topic changes	<input type="checkbox"/>	<input type="checkbox"/>
9. Employed problem-solving experiences	<input type="checkbox"/>	<input type="checkbox"/>
10. Sustained interest throughout the presentation	<input type="checkbox"/>	<input type="checkbox"/>

PRESENTATION (REVIEW AND SUMMARY)		
	<u>Pass</u>	<u>Fail</u>
11. Re-stated presentation objectives	<input type="checkbox"/>	<input type="checkbox"/>
12. Used questioning techniques	<input type="checkbox"/>	<input type="checkbox"/>
13. Coped with unexpected events during presentation	<input type="checkbox"/>	<input type="checkbox"/>
14. Finished on time	<input type="checkbox"/>	<input type="checkbox"/>

VOICE		
	<u>Pass</u>	<u>Fail</u>
15. Adequate volume of speech	<input type="checkbox"/>	<input type="checkbox"/>
16. Adequate rate of speech	<input type="checkbox"/>	<input type="checkbox"/>
17. Emphasized critical teaching points using voice inflection	<input type="checkbox"/>	<input type="checkbox"/>
18. Distractive word usage is acceptable	<input type="checkbox"/>	<input type="checkbox"/>

EYE CONTACT / BODY MOVEMENT		
	<u>Pass</u>	<u>Fail</u>
19. Maintained eye contact with every student during presentation	<input type="checkbox"/>	<input type="checkbox"/>
20. Use natural, conversational movements during the presentation	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Pass</u>	<u>Fail</u>
21. Used a minimum of three (3) training aids during presentation	<input type="checkbox"/>	<input type="checkbox"/>
22. Training aids contributed to the stated course objectives	<input type="checkbox"/>	<input type="checkbox"/>
23. The use of the training aids was effective	<input type="checkbox"/>	<input type="checkbox"/>
24. The training aids used were visible to all students	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL COMMENTS

Based upon the criteria above, the above-mentioned student <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED the final 50-minute presentation	
Evaluator signature	Date (month, day, year)

***PASS** indicates that the student has met at least 75% of the minimum criteria (18) above for successfully completing the 50-min presentation (cover sheet, lesson plan, and presentation).

****FAILED** indicates that the student did not meet at least 75% of the minimum criteria (18) above for successfully completing the 50-min presentation. A failure should be accompanied by a supplemental sheet indicating what criteria needs to be mitigated before a second attempt.