

<b>ACADEMIC INSTRUCTOR MONITORING CHECKLIST</b>					DATE				
NAME OF INSTRUCTOR (Last, First, Middle Initial)			GRADE	COURSE	TIME STARTED	TIME COMPLETED			
NAME OF MONITOR/EVALUATOR (Last, First, Middle Initial)			GRADE	SUBJECT/HOURS	CHECK ONE <input type="checkbox"/> COURSE QUALIFICATION <input type="checkbox"/> EVALUATION				
INSTRUCTIONS: Check each item in Section I as: E - Excellent; S - Satisfactory; NI - Needs Improvement. Items which are not applicable to the type of lesson presented will be "NA". Ratings less than "Excellent" will require written justification in Section II. An overall performance rating of									
<b>SECTION I. RATINGS</b>									
ITEM	E	S	NI	NA	ITEM	E	S	NI	NA
1. <i>CONDITION OF TRAINING AREA</i> <i>(Appearance, distractions, comfort)</i>					9. <i>KNOWLEDGE</i> <i>(Mastery of subject)</i>				
2. <i>LESSON PREPARATION</i> <i>(Equipment, organization)</i>					10. <i>TIME MANAGEMENT</i> <i>(Flow, schedule)</i>				
3. <i>LESSON PLAN USE</i> <i>(Current, personalized, sequence)</i>					11. <i>PERSONAL QUALITIES</i> <i>(Appearance, rapport)</i>				
4. <i>INTRODUCTION</i> <i>(Attention, review, preview)</i>					12. <i>LESSON OBJECTIVES</i> <i>(Omissions, incomplete)</i>				
5. <i>INSTRUCTIONAL TECHNIQUES</i> <i>(Class control, innovations, transitions)</i>					13. <i>CONCLUSION/SUMMARY</i> <i>(Motivation, review, assignment)</i>				
6. <i>COMMUNICATIVE SKILLS</i> <i>(Eye contact, gestures, movement)</i>					14. <i>OTHER</i> <i>(Examination, critique, etc)</i>				
7. <i>USE OF TRAINING AIDS</i> <i>(Effective use, handouts, audio/visual)</i>					15.				
8. <i>QUESTION/ANSWER TECHNIQUES</i> <i>(Overhead, direct, mixed, answers)</i>					16.				
<b>SECTION II. COMMENTS</b>									

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

**SECTION III. OVERALL PERFORMANCE RATING**

CHECK THE OVERALL PERFORMANCE AS DERIVED FROM THE EVALUATION IN SECTION I.

 EXCELLENT - (E) SATISFACTORY - (S) NEEDS IMPROVEMENT - (NI)**SECTION IV. RECOMMENDATION FOR IMPROVEMENT** (Mandatory if "NI" checked in Section III)**SECTION V. SUPERVISOR COORDINATION**

SIGNATURE OF MONITOR/EVALUATOR

SIGNATURE OF INSTRUCTOR

INITIAL REVIEWING OFFICER(If required)

FINAL REVIEWING OFFICER(If other than monitor/evaluator)

**SECTION VI. FOLLOW-UP EVALUATION**

DATE AND SIGNATURE OF EVALUATOR

DATE AND SIGNATURE OF INSTRUCTOR RE-EVALUATED

INITIAL REVIEWING OFFICER(If required)

FINAL REVIEWING OFFICER(If other than evaluator )