

INSTRUCTOR MONITORING CHECKLIST					DATE				
NAME OF INSTRUCTOR (Last, First, Middle Initial)		GRADE	ORGANIZATION		UNIT OF INSTRUCTION				
NAME OF MONITOR (Last, First, Middle Initial)		GRADE	ORGANIZATION/POSITION		OVERALL PERFORMANCE RATING				
					<input type="checkbox"/> EXCELLENT <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> NEEDS IMPROVEMENT				
<i>INSTRUCTIONS: Check (3) each item in Section I as: E - Excellent; S - Satisfactory; NI - Needs Improvement. Items which are not applicable to type of lesson presented will be "NA". Ratings less than "Excellent" will require written justification in Section II. An overall performance rating of "Needs Improvement" will require follow-up supervision in Section IV.</i>									
SECTION I. RATINGS									
ITEM	E	S	NI	NA	ITEM	E	S	NI	NA
1. Briefing					5. Critique				
2. Instruction					6. Console Operations				
3. Subject Matter Knowledge					7. Safety				
4. Grading									
SECTION II. COMMENTS									
SECTION III. SUPERVISOR COORDINATION									
SIGNATURE OF MONITOR					SIGNATURE OF INSTRUCTOR				
INITIAL REVIEWING OFFICER (If required)					FINAL REVIEWING OFFICER (If other than monitor)				

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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 IV. FOLLOW-UP SUPERVISION

DATE	SIGNATURE OF MONITOR	DATE	SIGNATURE OF INSTRUCTOR
DATE	INITIAL REVIEWING OFFICER (If required)	DATE	FINAL REVIEWING OFFICER (If other than evaluator)

SECTION V. OVERALL RATINGS DESCRIPTION

<i>EXCELLENT (E)</i>	<i>Demonstrated a complete and detailed knowledge of mission objectives/subject matter and an exemplary application of instructional procedures and techniques.</i>
<i>SATISFACTORY (S)</i>	<i>Demonstrated an acceptable knowledge of mission objectives/subject matter and proper application of</i>
<i>NEEDS IMPROVEMENT (NI)</i>	<i>Significant deviations were noted which detracted from performance and may warrant additional training.</i>
<i>COMMENTS ARE REQUIRED FOR RATINGS OF S OR NI.</i>	

SECTION VI. SUBAREA GUIDE FOR MONITORS

The following areas should be considered during the instructional unit (mission). The list is a guide for supervisors and evaluators and is by no means

- 1. Briefing: Ensures Students Cover all Required Items.*
- 2. Instruction: Techniques, Error Detection/Correction, Monitored Student Checklist Accomplishment.*
- 3. Subject Matter Knowledge: Mastery of Subject, Answers, Terminology.*
- 4. Grading: Gradesheets, Printouts.*
- 5. Critique: Student Centered, Reteaching.*
- 6. Console Operations: Equipment Knowledge, Facilitated Timely Instruction.*
- 7. Safety: Emergency Evacuation and Handling of Classified Materials.*