LABORATORY INSTRUCTOR EVALUATION CHECKLIST

NAME	RATE	DATE
NUMBER OF STUDENTS	INSTRUCTOR/STUDENT RATIO	
COURSE	TOPIC TITLE	

CIN ☐ **TECHNICAL** ☐ **TECHNIQUE** ☐ **INSTRUCTOR TRAINEE 1 2 3**

☐ **CERTIFICATION** ☐ **MONTHLY 1 2 3** ☐ **QUARTERLY 1 2 3 4** ☐ **HIGH RISK**

Evaluate each item on the checklist. Rate each item a YES, NI (Needs Improvedment), NO, or NA (Not Applicable).

1. INTRODUCTION	YES	NI	NO	NA
a. Displayed course and topic title.				
b. Introduced self.				
c. Explained the objectives to the students.				
d. Related classroom instruction to lab performance..				
e. Revised safety/sanitation procedures.				
f. Posted safety precautions as necessary.				
g. Explained criteria for satisfactory performance.				
h. Motivated students to do their best.				
2. PRESENTATION				
a. Lesson plan was personalized.				
b. Work spaces/stations were ready for training.				
c. Reviewed instructional material with students.				
d. Demonstrated laboratory procedures effectively.				
e. Used communication skills effectively.				
f. Maintained a positive, professional attitude.				
g. Provided related instruction when needed.				
h. Asked thought-provoking questions.				
i. Managed time effectively.				
j. Safety devices/equipment were in good condition.				
k. Issued tools and materials expeditiously.				
l. Monitored students for safety practices.				
m. Instructors assisted students as necessary.				
3. INSTRUCTOR/STUDENT INTERACTION				
a. Students appeared to understand assignment.				
b. Students used instructional materials correctly.				
c. Students appeared to seek help when needed.				
d. Recognized individual student differences.				
e. Checked student progress and understanding.				
4. SUMMARY				
a. Related objectives to the laboratory.				
b. Students participated in review; asked questions.				
c. Asked questions to check student understanding.				
d. Reemphasized the importance of safety.				

CNET 1540/11 (Rev. 4-02)

Reset

LABORATORY INSTRUCTOR EVALUATION CHECKLIST

☐ **SAT**	☐ **UNSAT**	☐ **WAIVER Recommended**	☐ **HIGH RISK**

REMARKS COMPLETED BY THE EVALUATOR

A statement concerning safety evaluation procedures must be included in this section. All behaviors evaluated as NI, NO, or NA will be explained under this section. Also include any comments of an outstanding nature.

I have been debriefed on this evaluation. I understand the areas that need improvement and will take the following action:

SIGNATURE AND TITLE OF THE EVALUATOR	DATE
SIGNATURE AND TITLE OF THE INSTRUCTOR	DATE

CNET 1540/11 (Rev. 4-02)

Reset