

# Interagency Aviation Training (IAT) Instructor Evaluation Form

## INSTRUCTIONS

Sections A (Pre-course Preparation) and G (Course Close out) are not required for recertification, adjunct instructor, or additional course.

Provide written feedback to the instructor candidate in each corresponding text field.

Evaluator will complete and submit an OAS-105, Interagency Aviation Training (IAT) Instructor Evaluation form to the DOI OAS-Training Branch (TB), or USFS National Aviation Training Program Manager (USFS ATPM), with a recommendation for certification of each course the Instructor is being evaluated.

*Evaluators are expected to strictly adhere to the Interagency Aviation Training Instructor Certification requirements found in the [IAT Guide, Part 3](#), as well as any course specific requirements.*

(Please print legibly when not submitting electronically)

**INSTRUCTOR TRAINEE NAME:** \_\_\_\_\_ **AGENCY/BUREAU:** \_\_\_\_\_

**COURSE EVALUATED (# and Title):** \_\_\_\_\_

**CLASS DELIVERY DATE:** \_\_\_\_\_

**EVALUATOR NAME:** \_\_\_\_\_ **AGENCY/BUREAU:** \_\_\_\_\_

**QUALIFIED INSTRUCTOR NAME:** \_\_\_\_\_ **DELIVERY LOCATION:** \_\_\_\_\_

### A. Pre-course Preparation

Yes  No  N/A Class was posted to IAT website accurately and in a timely manner.

Yes  No  N/A Course materials were made available to all participants.

Yes  No  N/A Training facility was appropriate to accommodate class size and training objectives.

**Pre-course preparation Comments:**

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## B. Welcome and Introductions

- Yes  No      Logistics and facilities information was adequately communicated (breaks, exits, cell phones, emergency procedures, etc.).
- Yes  No  N/A      Assigned pre-course work was reviewed with the students.
- Yes  No  N/A      Student currency requirements for the course were clearly explained.

### Welcome and Introduction Comments:

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## C. Instructor Credibility

- Yes  No      Established instructor credibility during personal introduction (length of service, years instructing, SME credentials, etc.).
- Yes  No      Demonstrated to students a thorough level of course content knowledge.
- Yes  No      Responded professionally and courteously to student feedback/questions (whether they are positive or negative).
- Yes  No      Responded effectively to individual needs for clarification of content.
- Yes  No      Maintained instructor credibility by making effective use of personal experiences or helpful examples to facilitate the learning environment.
- Yes  No      Ensured verbal communication was positive and free of bias.
- Yes  No      Exhibited body language that engaged students and enhanced learning (e.g., eye contact, open body posture, smiling, head nodding, etc.).
- Yes  No      Distracting trainer behaviors were kept to a minimum (ex: shaking change in pocket, playing with pen, consistently obstructing view of media, interrupting students, chewing gum, position in classroom, etc.).

### Instructor Credibility Comments:

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### D. Course Delivery

- Yes  No      Clearly stated course objectives and purpose.
- Yes  No      Well-defined instructions for each exercise were given and instructor candidate actively participated in discussions with students.
- Yes  No  N/A      Disruptions of the class (from students or other external sources) were handled as discreetly as possible.
- Yes  No      Managed pace of course and activities while ensuring course objectives and course length were met.
- Yes  No  N/A      Class began promptly and ended with time for a relaxed transition to the next class.
- Yes  No  N/A      If original course materials were modified, were the modifications appropriate for the audience without compromising original course design and objectives.

### Course Delivery Comments:

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## E. Instructor Delivery Techniques

- Yes  No Multiple delivery techniques were used in order to maximize the learning potential of all students.
- Yes  No Effectively engaged students to ensure progress toward the stated objective.
- Yes  No Provided examples of how knowledge and concepts gained in the course will transfer to their workplace.
- Yes  No Implemented a variety of questioning techniques to build student confidence and promote discussion.
- Yes  No Students were asked effective questions and sufficient time was given for students to answer.
- Yes  No Questions asked by students were repeated / rephrased (as needed) and effectively resolved.
- Yes  No Media was used efficiently and effectively supporting objectives.
- Yes  No Facilitated group dynamics in a positive manner and encouraged interactions (stories/perspectives) between students to help attain course objectives.

### Instructor Delivery Techniques Comment:

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## F. Course Summary

- Yes  No      Effectively summarized course content and suggested additional training or resources to reinforce learning objectives.
- Yes  No      Reconciled any discrepancies between course objectives and student expectations.
- Yes  No      Clearly restated course objectives and ensured they were met.

### Course Summary Comments:

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### G. Course Close out

- Yes  No      Explained the Interagency Aviation Training Course Evaluation process to the evaluator.
- Yes  No      Students not registered for class were added to roster and scoring was submitted successfully for all students.
- Yes  No      OAS-106 Aviation Course Presentation Record (Sign-In Sheet) submitted to OAS-TB.

### Course Close out Comments:

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The statement below indicates the overall performance results of the instructor trainee during the presentation:

- I **RECOMMEND** this instructor's certification to teach the IAT Course stated.
- I **DO NOT RECOMMEND** this instructor's certification to teach the IAT Course stated.

**Comments:**

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**Evaluator's Signature**

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**Date**