# New Instructor Seminar
## Presentation Evaluation

Name: 

Topic: 

<table>
<thead>
<tr>
<th>Segment</th>
<th>Observation Notes</th>
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<tbody>
<tr>
<td>Objectives &amp; Purpose</td>
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<tr>
<td>Mastery of Topic</td>
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<td>Summary</td>
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## Guidelines

<table>
<thead>
<tr>
<th>Segment</th>
<th>At or above entry-level</th>
<th>Needs Improvement</th>
<th>Unsatisfactory (Fail)</th>
</tr>
</thead>
</table>
| **Learning Objectives** | • Clearly stated measurable learning objective(s)  
• Explained the purpose of the lesson  
• Established the relevance of the lesson to active brokerage practice | • Stated goal(s) but no learning objective(s)  
• Learning objectives were not measurable  
• Some attempt to establish relevance to active brokerage practice | • Stated no learning objectives for or purpose of the lesson  
• Relevance to active brokerage practice was not established |
| **Mastery of Topic** | • Delivered accurate, comprehensive coverage of content specified by the course materials  
• Adhered to learning objectives and instructional level(s) as specified in the syllabus  
• Used instructional methods and aids as prescribed by the syllabus  
• Delivered content in logical/sequential order | • Majority of delivered information was accurate  
• Coverage of the material did not follow appropriate instructional level(s)  
• Insufficient coverage of some material as prescribed by the course materials  
• Used some instructional methods and aids as prescribed by the syllabus  
• Some topic areas omitted  
• Some non-sequential delivery of content | • Significant amount of delivered information was inaccurate  
• Lack of comprehensive coverage of the material as prescribed by the course materials  
• Did not incorporate instructional methods as prescribed by materials  
• Did not cover content specified by the course materials  
• Did not follow logical/sequential order |
| **Summary**      | • Reviewed key concepts and learning objectives during and at the end of the lesson  
• Actively involved students in review activities | • Reviewed concepts only at the end of the lesson  
• Did not actively involve students in review activities | • No summary or review provided during or at the end of the lesson |