

New Instructor Seminar Presentation Evaluation

Name: _____

Topic: _____

Segment	Observation Notes	Pass/Fail
Objectives & Purpose		
Mastery of Topic		
Summary		

Guidelines

Segment	At or above entry-level	Needs Improvement	Unsatisfactory (Fail)
Learning Objectives	<ul style="list-style-type: none"> • Clearly stated measurable learning objective(s) • Explained the purpose of the lesson • Established the relevance of the lesson to active brokerage practice 	<ul style="list-style-type: none"> • Stated goal(s) but no learning objective(s) • Learning objectives were not measurable • Some attempt to establish relevance to active brokerage practice 	<ul style="list-style-type: none"> • Stated no learning objectives for or purpose of the lesson • Relevance to active brokerage practice was not established
Mastery of Topic	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Reviewed key concepts and learning objectives during and at the end of the lesson • Actively involved students in review activities 	<ul style="list-style-type: none"> • Reviewed concepts only at the end of the lesson • Did not actively involve students in review activities 	<ul style="list-style-type: none"> • No summary or review provided during or at the end of the lesson