



Apprentice Instructor Activities Log

Start Date _____

End Date _____

Apprentice Instructor Name : _____

Supervising Instructors' Names: _____

Apprentice Instructor Bi-Weekly Activity Tracking Sheet

Week →	2 Week Start Date:			2 Week End Date:		
Day/Date ↓	Classroom Instruction			BTW Instruction		
	Start Time	End Time	Unit(s) Taught	Start Time	End Time	Skills Taught
Sunday Date: Obsrvd: Y / N						
Monday Date: Obsrvd: Y / N						
Tuesday Date: Obsrvd: Y / N						
Wednesday Date: Obsrvd: Y / N						
Thursday Date: Obsrvd: Y / N						
Friday Date: Obsrvd: Y / N						
Saturday Date: Obsrvd: Y / N						
Sunday Date: Obsrvd: Y / N						
Monday Date: Obsrvd: Y / N						
Tuesday Date: Obsrvd: Y / N						
Wednesday Date: Obsrvd: Y / N						
Thursday Date: Obsrvd: Y / N						
Friday Date: Obsrvd: Y / N						
Saturday Date: Obsrvd: Y / N						

Apprentice Instructor Signature: _____

Reviewing Instructor Signature: _____

O - Outstanding
 NI - Needs Improvement

ES - Exceeds Standards

MS - Meets Standards
 U - Unacceptable

APPRENTICE EVALUATION CLASSROOM

Name of Apprentice:

Date of Evaluation:

SCORE EACH ITEM	O	ES	MS	NI	U
1. Shows patience and understanding, courtesy and respect					
2. Introduces unit(s) and provides the objective(s).					
3. Knowledge of approved curriculum.					
4. Follows approved curriculum.					
5. Communications skills (oral and written)					
6. Appropriately uses approved audio/visual aids to enhance the learning experience.					
7. Responds appropriately to student questions.					
8. Creates student interaction/participation.					
9. Properly administers and reviews tests.					
10. Reviews lesson and unit objectives to ensure student retention of information.					
11. Creates/maintains an environment conducive to learning.					
12. Maintains class control.					
13. Positive energy					
14. Personal appearance is professional and credible.					
15. Creativity					
16. Time management					

Observer Signature _____

Apprentice Signature _____

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