

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:

Evaluator's Signature

Date