

Apprentice Instructor Activities Log

Start Date	End Date
Appropriate Instructor Name :	
Apprentice instructor name	
Supervising Instructors' Names: _	

Apprentice Instructor Bi-Weekly Activity Tracking Sheet							
Week →	2 Week Start Date:		2 Week End Date:				
Day/Date ↓	Cla	assroom	Instruction		ruction		
	Start Time	End Time	Unit(s) Taught	Start Time	End Time	Skills Taught	
Sunday						Ŭ	
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		ļ					
Date:							
Obsrvd: Y / N							
Friday							
Date:							
Obsrvd: Y / N							
Saturday							
Date:							
Obsrvd: Y / N							
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Apprentice Instructor Signature: _____

Reviewing Instructor Signature: _____

APPRENTICE EVALUATION CLASSROOM

APPRENTICE EVALUATION CLASSROOM					
Name of Apprentice:					
Date of Evaluation:					
SCORE EACH ITEM	0	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					

Comments: Provide explanation for areas needing improvement or unacceptable.				

APPRENTICE EVALUATION BEHIND THE WHEEL

APPRENTICE EVALUATION BEHIND THE WHEEL					
Name of Apprentice:					
Date of Evaluation:					
SCORE EACH ITEM	0	ES	MS	NI	U
1. Used pre-planned route that met the lesson objeectives.					
2. Identified and provided the objectives of the lesson.					
3. Gave clear concise directions for the exercise(s).					
4. Followed approved curriculum objectives.					
5. Identified student errors and provides coaching and corrections.					
6. Provided feedback to the student at the end of each lesson.					
7. Completed the student performance evaluation.					
8. Used effective communication skills. Verbal commands clear and properly timed.					
9. Personal appearance is professional and credible.					
10. Maintains control of vehicle.					
Comments: Provide explanation for areas needing improvement or unacceptab	le.	•			

Apprentice Instructor Development Plar
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Name of Apprentice:

Date of Plan:

Areas of needed improvement identified in classroom evaluation:

Areas of needed improvement identified in BTW evaluation:

Planned activities to address specific areas of focus for next two weeks:

Additional comments:

Additional Comments:	
Name of Apprentice:	
Date of Comments:	

