

Instructor Candidate Worksheet

These objectives should be met prior to an instructor teaching a course alone

Student Name _____

1. Paperwork

The instructor candidate shall possess knowledge of all paperwork relating to a class to the following:

Class Rosters	_____
Roll Sheets	_____
Timesheets	_____
Evaluations	_____
Daily Attendance Sheet	_____
Tests	_____
Practicals	_____
Policies for paperwork return	_____

2. Good knowledge of subject area being taught should be exhibited by the IC.

3. Know the proper use of all CCC audiovisual equipment and the policies for each.

4. Be able to involve the audience with the lecture or practical portions of the class.

5. Speak in a clear easily audible voice to the audience.

6. Each IC must complete 12 hours of evaluated instruction under the tutelage of another instructor.

7. The pay rate, if any, for the IC during his preceptor ship will be defined prior to the class. _____

8. Comment area for the evaluator

9. Comment area for the ETC Coordinator

10. Comment area by the Instructor Candidate

Please sign below

Date

Evaluator _____

ETC Coordinator _____

Instructor Candidate _____

Released for teaching date _____

The class assignment for the 12 teaching hours will be assigned by the ETC Coordinator