

## **Appendix D**

### **Instructor Observation Rubric, TRADOC Form 600-21-1**

The purpose of TF 600-21-1, Instructor Observation Rubric, is to evaluate an instructor's performance. Instructions for filling out the form are below:

#### **Section 1. Administrative data.**

Item 1.a.: Enter the start date/time (YYYY/MM/DD).

Item 1.b.: At the end of the observation, enter the date/time.

Item 1.c.: Enter the instructor's rank/last/first/middle initial (MI).

Item 1.d.: Enter the instructor's training school/institution name.

Item 1.e.: Enter the class location.

Item 1.f.: Enter the course number.

Item 1.g.: Enter the lesson number.

Item 1.h.: Enter the course/lesson title.

#### **Section 2. Required documentation and standards in support of instruction/facilitation.**

Check the appropriate box to rate each item in section 2 as 'GO', 'NO GO', or Not Applicable (N/A). A 'NO GO' in an item will not affect final evaluation score.

Items 2.a-2.p: Evaluator records the number of 'GOs', 'NO GOs' and 'N/A' in designated box. 2.k - 2.p are likely to be observed at the beginning of a lesson.

#### **Section 3. The Army Instructor Competencies.**

Items 3.a.1 – 3.a.8. After the evaluator observes the eight Instructor Competencies in section 3, the evaluator will enter the instructor's rating for each competency.

Item 3.b: Evaluator will enter the total score (add items 3.a.1 – 3.a.8 = total score).

Item 3.c: The evaluator will score each item (3.c.1 – 3.c.8) using the instructor observation rubric. In addition, the evaluator will indicate the score (zero '0' to three '3') that most closely fits with what he/she observed and provide comments/examples for each area (competency). The instructor must understand that he/she cannot score a '0' in any area (competency) in section 3 of the Instructor Observation Rubric (note: regardless of the outcome in section 3, evaluators will complete the Instructor Observation Rubric, TF 600-21-1 and provide comments / examples /