

PRIMARY INSTRUCTOR CANDIDATE STUDENT TEACHING INTERNSHIP CHECKLIST

Instructions:

The Training Institution Official should complete this checklist as the Primary Instructor Candidate completes each Internship item. Once the checklist has been completed and the candidate has completed their internship the Training Institution Official will sign this checklist and submit it to the state EMS office.

The Candidate, to have successfully completed the Internship, will have achieved good instructor skills and routinely demonstrated their teaching abilities. Candidates who do not achieve or demonstrate good instructor skills will be considered to have failed their internship. Documentation is required for either situation, successful or unsuccessful completion of the internship.

The Standardized Indiana Primary Instructor Mentorship will consist of the candidate being evaluated on a minimum of five (5) teaching presentations on five (5) different topics and five (5) psychomotor skills teaching five (5) psychomotor skills. Candidates must choose from skills evaluated on the Indiana Practical Skills Certification Examination. Evaluations must be done by an experienced primary instructor chosen by the candidate's affiliated certified training institution official.

The elements to be evaluated are to be checked as each element is successfully demonstrated during the internship.

Items NOT successfully demonstrated during the internship time are to be noted with "0". NOTE: ALL items must be successfully demonstrated for the candidate to become certified as a Primary Instructor.

Items identified with "*" are determined to be essential skills which must be successfully completed routinely by Primary Instructors. Candidates MUST master these items.

Presentation Topic 1

Introduction:

1. Gives clear introduction to topic.
2. Explains lesson objectives clearly.*

Use of Training Aids:

3. A-V's appropriate for class size and classroom set-up.
4. Equipment/handouts prepared for minimal disruptions/set-up delays.
5. A-V's legible for all participants and professional in appearance.
6. A-V's appropriate for objects/topics presented.

Skill Teaching:

7. Presents skill didactically.
8. Demonstrates skill in real time.
9. Demonstrates skill step by step.
10. Demonstrates skill correctly.*
11. Repeats demonstration of skill in real time to conclude demonstration.
12. Coaches student teams and individual students.
13. Class organization conducive to skill practice time.

Class Participation:

14. Encourages student participation.
- _____ 15. Answers questions fairly, accurately, and completely.

Review and Critique:

- 16. Provides students with summary of lesson objectives.*
- 17. Makes closing statement for presentation.

Didactic Presentation:

- 18. Organization of lesson easy to follow.
- 19. Clear explanation of material.*
- 20. Emphasis of key points.
- 21. Transitions (keeps lesson moving at a good pace).
- 22. Sensitive to student difficulty in understanding course material.

Preparation:

- 23. Knowledge of subject and objectives.*
- 24. Lesson plan was prepared and used.*
- 25. Material presented on the knowledge level of the students/class.*
- 26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

- 27. Uses correct terminology.
- 28. Volume.
- 29. Rate.
- 30. Fluency.
- 31. Correct pronunciation.
- 32. Gestures.
- 33. Uses eye contact.

Instructor Qualities:

- 34. Appearance (NEAT, CLEAN, PROFESSIONAL).
- 35. Enthusiasm about subject.
- 36. Treats students with respect (NO EVIDENCE OF DISRESPECT).

Other Administrative Duties, to be completed or observed by the candidate during actual completion of the item by the EMT-B Course Primary Instructor and / or the Training Institution Official.

- 37. Completion of the Application for EMS Training Course.
- 38. Retains copy of all supporting documents for the application process.
- 39. Retains copy of the course approval letter in which the Student Teaching Internship will be completed.
- 40. Present during a positive student counseling session.
- 41. Present during a "corrective action needed" student counseling session.
- 42. Completion of the Report of Training for the course.
- 43. Administers test / quiz.
- 44. Grading / scoring of test / quiz.
- 45. Validation of test / quiz answers.
- 46. Present feedback of test / quiz to students.
- 47. Coordinate with clinical sites for ER and Ambulance to schedule students.
- 48. Coordinate with clinical sites for feedback re: students.

Summary / Comments of areas completed successfully. List areas the Primary Instructor Candidate continues to show above average skill. Explain all areas you list.

Summary / Comments of areas completed unsuccessfully. List areas the Primary Instructor Candidate continues to demonstrate unsuccessfully / deficits. These items require remediation during an additional internship attempt. Items listed as unsuccessful/requiring remediation will PREVENT the candidate from being certified at the end of this Student Teaching Internship.

Additional Summary / Comments:

Presentation Topic 2

Introduction:

1. Gives clear introduction to topic.
2. Explains lesson objectives clearly.*

Use of Training Aids:

3. A-V's appropriate for class size and classroom set-up.
4. Equipment/handouts prepared for minimal disruptions/set-up delays.
5. A-V's legible for all participants and professional in appearance.
6. A-V's appropriate for objects/topics presented.

Skill Teaching:

7. Presents skill didactically.
8. Demonstrates skill in real time.
9. Demonstrates skill step by step.
10. Demonstrates skill correctly.*
11. Repeats demonstration of skill in real time to conclude demonstration.
12. Coaches student teams and individual students.
13. Class organization conducive to skill practice time.

Class Participation:

14. Encourages student participation.
- _____ 15. Answers questions fairly, accurately, and completely.

Review and Critique:

16. Provides students with summary of lesson objectives.*
17. Makes closing statement for presentation.

Didactic Presentation:

18. Organization of lesson easy to follow.
19. Clear explanation of material.*
20. Emphasis of key points.
21. Transitions (keeps lesson moving at a good pace).
22. Sensitive to student difficulty in understanding course material.

Preparation:

23. Knowledge of subject and objectives.*
24. Lesson plan was prepared and used.*
25. Material presented on the knowledge level of the students/class.*
26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

27. Uses correct terminology.
28. Volume.
29. Rate.
30. Fluency.
31. Correct pronunciation.
32. Gestures.
33. Uses eye contact.

Instructor Qualities:

34. Appearance (NEAT, CLEAN, PROFESSIONAL).
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36. Treats students with respect (NO EVIDENCE OF DISRESPECT).

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Additional Summary / Comments:

Presentation Topic 3

Introduction:

1. Gives clear introduction to topic.
2. Explains lesson objectives clearly.*

Use of Training Aids:

3. A-V's appropriate for class size and classroom set-up.
4. Equipment/handouts prepared for minimal disruptions/set-up delays.
5. A-V's legible for all participants and professional in appearance.
6. A-V's appropriate for objects/topics presented.

Skill Teaching:

7. Presents skill didactically.
8. Demonstrates skill in real time.
9. Demonstrates skill step by step.
10. Demonstrates skill correctly.*
11. Repeats demonstration of skill in real time to conclude demonstration.
12. Coaches student teams and individual students.
13. Class organization conducive to skill practice time.

Class Participation:

14. Encourages student participation.
- _____ 15. Answers questions fairly, accurately, and completely.

Review and Critique:

16. Provides students with summary of lesson objectives.*
17. Makes closing statement for presentation.

Didactic Presentation:

18. Organization of lesson easy to follow.
19. Clear explanation of material.*
20. Emphasis of key points.
21. Transitions (keeps lesson moving at a good pace).
22. Sensitive to student difficulty in understanding course material.

Preparation:

23. Knowledge of subject and objectives.*
24. Lesson plan was prepared and used.*
25. Material presented on the knowledge level of the students/class.*
26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

27. Uses correct terminology.
28. Volume.
29. Rate.
30. Fluency.
31. Correct pronunciation.
32. Gestures.
33. Uses eye contact.

Instructor Qualities:

34. Appearance (NEAT, CLEAN, PROFESSIONAL).
35. Enthusiasm about subject.
36. Treats students with respect (NO EVIDENCE OF DISRESPECT).

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Additional Summary / Comments:

Presentation Topic 4

Introduction:

1. Gives clear introduction to topic.
2. Explains lesson objectives clearly.*

Use of Training Aids:

3. A-V's appropriate for class size and classroom set-up.
4. Equipment/handouts prepared for minimal disruptions/set-up delays.
5. A-V's legible for all participants and professional in appearance.
6. A-V's appropriate for objects/topics presented.

Skill Teaching:

7. Presents skill didactically.
8. Demonstrates skill in real time.
9. Demonstrates skill step by step.
10. Demonstrates skill correctly.*
11. Repeats demonstration of skill in real time to conclude demonstration.
12. Coaches student teams and individual students.
13. Class organization conducive to skill practice time.

Class Participation:

14. Encourages student participation.
- _____ 15. Answers questions fairly, accurately, and completely.

Review and Critique:

16. Provides students with summary of lesson objectives.*
17. Makes closing statement for presentation.

Didactic Presentation:

18. Organization of lesson easy to follow.
19. Clear explanation of material.*
20. Emphasis of key points.
21. Transitions (keeps lesson moving at a good pace).
22. Sensitive to student difficulty in understanding course material.

Preparation:

23. Knowledge of subject and objectives.*
24. Lesson plan was prepared and used.*
25. Material presented on the knowledge level of the students/class.*
26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

27. Uses correct terminology.
28. Volume.
29. Rate.
30. Fluency.
31. Correct pronunciation.
32. Gestures.
33. Uses eye contact.

Instructor Qualities:

34. Appearance (NEAT, CLEAN, PROFESSIONAL).
35. Enthusiasm about subject.
36. Treats students with respect (NO EVIDENCE OF DISRESPECT).

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Additional Summary / Comments:

Presentation Topic 5

Introduction:

1. Gives clear introduction to topic.
2. Explains lesson objectives clearly.*

Use of Training Aids:

3. A-V's appropriate for class size and classroom set-up.
4. Equipment/handouts prepared for minimal disruptions/set-up delays.
5. A-V's legible for all participants and professional in appearance.
6. A-V's appropriate for objects/topics presented.

Skill Teaching:

7. Presents skill didactically.
8. Demonstrates skill in real time.
9. Demonstrates skill step by step.
10. Demonstrates skill correctly.*
11. Repeats demonstration of skill in real time to conclude demonstration.
12. Coaches student teams and individual students.
13. Class organization conducive to skill practice time.

Class Participation:

14. Encourages student participation.
- _____ 15. Answers questions fairly, accurately, and completely.

Review and Critique:

16. Provides students with summary of lesson objectives.*
17. Makes closing statement for presentation.

Didactic Presentation:

18. Organization of lesson easy to follow.
19. Clear explanation of material.*
20. Emphasis of key points.
21. Transitions (keeps lesson moving at a good pace).
22. Sensitive to student difficulty in understanding course material.

Preparation:

23. Knowledge of subject and objectives.*
24. Lesson plan was prepared and used.*
25. Material presented on the knowledge level of the students/class.*
26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

27. Uses correct terminology.
28. Volume.
29. Rate.
30. Fluency.
31. Correct pronunciation.
32. Gestures.
33. Uses eye contact.

Instructor Qualities:

34. Appearance (NEAT, CLEAN, PROFESSIONAL).
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Additional Summary / Comments:

Skills Topic 1

Introduction:

1. Gives clear introduction to topic.
2. Explains lesson objectives clearly.*

Use of Training Aids:

3. A-V's appropriate for class size and classroom set-up.
4. Equipment/handouts prepared for minimal disruptions/set-up delays.
5. A-V's legible for all participants and professional in appearance.
6. A-V's appropriate for objects/topics presented.

Skill Teaching:

7. Presents skill didactically.
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10. Demonstrates skill correctly.*
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Class Participation:

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- _____ 15. Answers questions fairly, accurately, and completely.

Review and Critique:

16. Provides students with summary of lesson objectives.*
17. Makes closing statement for presentation.

Didactic Presentation:

18. Organization of lesson easy to follow.
19. Clear explanation of material.*
20. Emphasis of key points.
21. Transitions (keeps lesson moving at a good pace).
22. Sensitive to student difficulty in understanding course material.

Preparation:

23. Knowledge of subject and objectives.*
24. Lesson plan was prepared and used.*
25. Material presented on the knowledge level of the students/class.*
26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

27. Uses correct terminology.
28. Volume.
29. Rate.
30. Fluency.
31. Correct pronunciation.
32. Gestures.
33. Uses eye contact.

Instructor Qualities:

34. Appearance (NEAT, CLEAN, PROFESSIONAL).
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Summary / Comments of areas completed unsuccessfully. List areas the Primary Instructor Candidate continues to demonstrate unsuccessfully / deficits. These items require remediation during an additional internship attempt. Items listed as unsuccessful/requiring remediation will PREVENT the candidate from being certified at the end of this Student Teaching Internship.

Additional Summary / Comments:

Skills Topic 2

Introduction:

1. Gives clear introduction to topic.
2. Explains lesson objectives clearly.*

Use of Training Aids:

3. A-V's appropriate for class size and classroom set-up.
4. Equipment/handouts prepared for minimal disruptions/set-up delays.
5. A-V's legible for all participants and professional in appearance.
6. A-V's appropriate for objects/topics presented.

Skill Teaching:

7. Presents skill didactically.
8. Demonstrates skill in real time.
9. Demonstrates skill step by step.
10. Demonstrates skill correctly.*
11. Repeats demonstration of skill in real time to conclude demonstration.
12. Coaches student teams and individual students.
13. Class organization conducive to skill practice time.

Class Participation:

14. Encourages student participation.
- _____ 15. Answers questions fairly, accurately, and completely.

Review and Critique:

16. Provides students with summary of lesson objectives.*
17. Makes closing statement for presentation.

Didactic Presentation:

18. Organization of lesson easy to follow.
19. Clear explanation of material.*
20. Emphasis of key points.
21. Transitions (keeps lesson moving at a good pace).
22. Sensitive to student difficulty in understanding course material.

Preparation:

23. Knowledge of subject and objectives.*
24. Lesson plan was prepared and used.*
25. Material presented on the knowledge level of the students/class.*
26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

27. Uses correct terminology.
28. Volume.
29. Rate.
30. Fluency.
31. Correct pronunciation.
32. Gestures.
33. Uses eye contact.

Instructor Qualities:

34. Appearance (NEAT, CLEAN, PROFESSIONAL).
35. Enthusiasm about subject.
36. Treats students with respect (NO EVIDENCE OF DISRESPECT).

Summary / Comments of areas completed successfully. List areas the Primary Instructor Candidate continues to show above average skill. Explain all areas you list.

Summary / Comments of areas completed unsuccessfully. List areas the Primary Instructor Candidate continues to demonstrate unsuccessfully / deficits. These items require remediation during an additional internship attempt. Items listed as unsuccessful/requiring remediation will PREVENT the candidate from being certified at the end of this Student Teaching Internship.

Additional Summary / Comments:

Skills Topic 3

Introduction:

1. Gives clear introduction to topic.
2. Explains lesson objectives clearly.*

Use of Training Aids:

3. A-V's appropriate for class size and classroom set-up.
4. Equipment/handouts prepared for minimal disruptions/set-up delays.
5. A-V's legible for all participants and professional in appearance.
6. A-V's appropriate for objects/topics presented.

Skill Teaching:

7. Presents skill didactically.
8. Demonstrates skill in real time.
9. Demonstrates skill step by step.
10. Demonstrates skill correctly.*
11. Repeats demonstration of skill in real time to conclude demonstration.
12. Coaches student teams and individual students.
13. Class organization conducive to skill practice time.

Class Participation:

14. Encourages student participation.
- _____ 15. Answers questions fairly, accurately, and completely.

Review and Critique:

16. Provides students with summary of lesson objectives.*
17. Makes closing statement for presentation.

Didactic Presentation:

18. Organization of lesson easy to follow.
19. Clear explanation of material.*
20. Emphasis of key points.
21. Transitions (keeps lesson moving at a good pace).
22. Sensitive to student difficulty in understanding course material.

Preparation:

23. Knowledge of subject and objectives.*
24. Lesson plan was prepared and used.*
25. Material presented on the knowledge level of the students/class.*
26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

27. Uses correct terminology.
28. Volume.
29. Rate.
30. Fluency.
31. Correct pronunciation.
32. Gestures.
33. Uses eye contact.

Instructor Qualities:

34. Appearance (NEAT, CLEAN, PROFESSIONAL).
35. Enthusiasm about subject.
36. Treats students with respect (NO EVIDENCE OF DISRESPECT).

Summary / Comments of areas completed successfully. List areas the Primary Instructor Candidate continues to show above average skill. Explain all areas you list.

Summary / Comments of areas completed unsuccessfully. List areas the Primary Instructor Candidate continues to demonstrate unsuccessfully / deficits. These items require remediation during an additional internship attempt. Items listed as unsuccessful/requiring remediation will PREVENT the candidate from being certified at the end of this Student Teaching Internship.

Additional Summary / Comments:

Skills Topic 4

Introduction:

1. Gives clear introduction to topic.
2. Explains lesson objectives clearly.*

Use of Training Aids:

3. A-V's appropriate for class size and classroom set-up.
4. Equipment/handouts prepared for minimal disruptions/set-up delays.
5. A-V's legible for all participants and professional in appearance.
6. A-V's appropriate for objects/topics presented.

Skill Teaching:

7. Presents skill didactically.
8. Demonstrates skill in real time.
9. Demonstrates skill step by step.
10. Demonstrates skill correctly.*
11. Repeats demonstration of skill in real time to conclude demonstration.
12. Coaches student teams and individual students.
13. Class organization conducive to skill practice time.

Class Participation:

14. Encourages student participation.
- _____ 15. Answers questions fairly, accurately, and completely.

Review and Critique:

16. Provides students with summary of lesson objectives.*
17. Makes closing statement for presentation.

Didactic Presentation:

18. Organization of lesson easy to follow.
19. Clear explanation of material.*
20. Emphasis of key points.
21. Transitions (keeps lesson moving at a good pace).
22. Sensitive to student difficulty in understanding course material.

Preparation:

23. Knowledge of subject and objectives.*
24. Lesson plan was prepared and used.*
25. Material presented on the knowledge level of the students/class.*
26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

27. Uses correct terminology.
28. Volume.
29. Rate.
30. Fluency.
31. Correct pronunciation.
32. Gestures.
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Instructor Qualities:

34. Appearance (NEAT, CLEAN, PROFESSIONAL).
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Additional Summary / Comments:

Skills Topic 5

Introduction:

1. Gives clear introduction to topic.
2. Explains lesson objectives clearly.*

Use of Training Aids:

3. A-V's appropriate for class size and classroom set-up.
4. Equipment/handouts prepared for minimal disruptions/set-up delays.
5. A-V's legible for all participants and professional in appearance.
6. A-V's appropriate for objects/topics presented.

Skill Teaching:

7. Presents skill didactically.
8. Demonstrates skill in real time.
9. Demonstrates skill step by step.
10. Demonstrates skill correctly.*
11. Repeats demonstration of skill in real time to conclude demonstration.
12. Coaches student teams and individual students.
13. Class organization conducive to skill practice time.

Class Participation:

14. Encourages student participation.
15. Answers questions fairly, accurately, and completely.

Review and Critique:

16. Provides students with summary of lesson objectives.*
17. Makes closing statement for presentation.

Didactic Presentation:

18. Organization of lesson easy to follow.
19. Clear explanation of material.*
20. Emphasis of key points.
21. Transitions (keeps lesson moving at a good pace).
22. Sensitive to student difficulty in understanding course material.

Preparation:

23. Knowledge of subject and objectives.*
24. Lesson plan was prepared and used.*
25. Material presented on the knowledge level of the students/class.*
26. Lesson plan included time estimate for lesson/skill/practice.*

Speech Techniques:

27. Uses correct terminology.
28. Volume.
29. Rate.
30. Fluency.
31. Correct pronunciation.
32. Gestures.
33. Uses eye contact.

Instructor Qualities:

34. Appearance (NEAT, CLEAN, PROFESSIONAL).
35. Enthusiasm about subject.
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Additional Summary / Comments:

PRIMARY INSTRUCTOR CANDIDATE INTERNSHIP CHECKLIST

Candidate: _____

Training Institution: _____

Training Institution Official: _____

Responsible Affiliated Primary Instructor: _____

To be completed by the Training Institution Official: (Initial one appropriate choice only):

The required checklist items are listed as successful; the Primary Instructor Candidate has successfully completed the internship for certification.

The required checklist items have NOT been successfully completed and areas needing remediation are indicated in the above report. The Primary Instructor Candidate has NOT successfully completed the internship and should NOT be certified as a Primary Instructor at this time.

Signatures of completion and review of the Primary Instructor Candidate Internship Checklist:

Primary Instructor Candidate Signature: _____ date: _____

Primary Instructor Signature: _____ date: _____

Training Institution Official Signature: _____ date: _____

NOTE: Documentation within the checklist indicates successful or unsuccessful completion of the internship. Unsuccessful completion will require additional attempts to successfully complete the internship and prohibit the candidate from becoming certified as a Primary Instructor unless a successful attempt is later documented by a Training Institution Official. All internship attempts must be made within the preset time limit as imposed by the EMS Commission approved guidelines for Internships for Primary Instructor Candidates.