

Fire TCP In-Person Training Rubric

0 = Unacceptable

1 = Satisfactory

2 = Best Practice

N/A = Not Applicable

A. General Requirements

- ___ 1. Materials are written in a semi-manuscript format.
- ___ 2. Outline format is consistent throughout the course document.
- ___ 3. Instructor and participant lesson plan are included.
- ___ 4. Grammar, spelling, and punctuation are correct.
- ___ 5. Plan indicates a time frame for the completion of each segment.
- ___ 6. Sufficient questions are included to check participant understanding.
- ___ 7. Training aids are scheduled at the appropriate time.
- ___ 8. Lesson plan schedules a variety of training aids.
- ___ 9. Copies of the training aids are included in the lesson plan package.
- ___ 10. Exercises & demonstration information are clearly written and included in the instructor notes section.
- ___ 11. Participant/instructor ratios are included and are safe.
- ___ 12. Course schedule and agenda are included.
- ___ 13. Target audience is specified.
- ___ 14. Content is free from discriminatory examples, terminology, and negative stereotyping.

B. Objectives/References

- ___ 1. Lesson content includes a clearly articulated instructional goal.
- ___ 2. At least 3 current references are used in the lesson content.
- ___ 3. References are cited correctly using the APA, Turabian or Chicago style.
- ___ 4. Training objectives/outcomes are clearly written and are measurable.
- ___ 5. Competencies and course requirements are clearly established.
- ___ 6. Course credit hours are indicated and practical.
- ___ 7. Copyright compliance is demonstrated.

C. Introduction

- ___ 1. Lesson opening includes an instructor introduction and background information.
- ___ 2. Lesson opening includes an appropriate "attention-getter."
- ___ 3. Introduction shows the relationship of this topical subject to other subjects already presented and/or subjects to be taught in the future.
- ___ 4. Introduction is interesting and appropriate.

- ___ 5. Lesson content explains the importance of this topic and how it will be applied to the participant's jobs.
- ___ 6. Introductory overview of what will be covered is included.

D. Body

- ___ 1. Information presented in the lesson content is correct and complies with best practices in the topic area.
- ___ 2. Lesson content includes essential information that supports each of the objectives/outcomes.
- ___ 3. Lesson content includes teaching techniques that will stimulate participation and facilitate learning.
- ___ 4. Lesson content includes procedural notes to specify teaching strategies.
- ___ 5. Time been allowed for participants to ask questions and to be actively engaged.

E. Lesson Conclusion

- ___ 1. Summary briefly restates key points/objectives.
- ___ 2. Participants are given an opportunity to ask final and/or follow-up questions.
- ___ 3. Closing statement ends the class on a strong motivational note.
- ___ 4. Endnotes/references included and correctly cited.

F. Testing

- ___ 1. Evaluation materials and grading criteria are included.
- ___ 2. Test is comprehensive.
- ___ 3. Practical skills tests are included.
- ___ 4. Pre-test is included.

G. Course Evaluation/Closing

- ___ 1. Roster is prepared/provided for the course offering and forwarded to POST if requested.
- ___ 2. Participants are given an opportunity to evaluate the training.
- ___ 3. Certificates are awarded to participants.
- ___ 4. All course records are archived for 30 years.

_____ **Total Points Scored**

Unacceptable in any category is an automatic fail.