

FIRE INSTRUCTOR I

GRADE SHEET PACKAGE

Based on *NFPA 1041: Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition.

To be used with Jones and Bartlett's *Fire Service Instructor Principles and Practices*, 2nd edition.



Alabama Fire College

June 2016
Revised 02/09/17



ALABAMA FIRE COLLEGE

Fire Instructor I

Grading Rubric

Revised 09/07/16

Project completion must be the original work of the individual. Submissions are required in Microsoft Office or Adobe PDF format. The Projects are developed to meet the intent of the standard and prepare the individual to function as a Fire Instructor I. The Project work is evaluated by an evaluator not involved with the instruction of the course.

Project #	Points Possible
Project # 1 NFPA 4.2.3, 4.2.4, 4.2.5	20
Project # 2 NFPA 4.5.2	15
Project # 3 NFPA 4.5.3, 4.5.4, 4.5.5	15
Project # 4 NFPA 4.2.2, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5 4.4.6 4.4.7	50
Total Points	100

(All projects are individual projects (not group))

Project # 1 NFPA 4.2.3, 4.2.4, 4.2.5	Points Possible
Prepare Request for Resources <ul style="list-style-type: none"> • Identifies and documents resources required to meet training goals, drafts an email to the training chief regarding the course and the resources needed, completes the resource request form. 	10
Schedule single instructional sessions <ul style="list-style-type: none"> • Completes a training schedule 	5
Training records <ul style="list-style-type: none"> • Completes a training record to include: Attendance roster, date/time of training, method of instruction, instructor(s), instructional materials, and total training hours. (must include all for max points) 	5
Total Points	20

Project # 2 NFPA 4.5.2	Points Possible
Administer an oral test <ul style="list-style-type: none"> • Utilizes oral communication to provide the test instructions, utilizes oral questioning techniques to administer the test 	5
Administer a written test <ul style="list-style-type: none"> • Communicates test instructions consistently, administers the test while maintaining test security. 	5
Administer a performance test <ul style="list-style-type: none"> • Communicates test instructions consistently, utilizes the skills check list. 	5
Total Points	15

Project # 3 NFPA 4.5.3, 4.5.4, 4.5.5	Points Possible
Grade student written test <ul style="list-style-type: none"> • Accurately grades the written exams 	5
Report Test Results <ul style="list-style-type: none"> • Accurately completes the report form, notes any unusual circumstances. 	5
Provide evaluation feedback <ul style="list-style-type: none"> • Specific feedback is communicated, includes coaching suggestions for improvement based on the data. 	5
Total Points	15

Project # 4 NFPA 4.2.2, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7	Points Possible
Resource analysis <ul style="list-style-type: none"> • Completes resource analysis worksheet (5 points) 	5
Prepared lessons <ul style="list-style-type: none"> • Obtains lesson plan (2 points) • Obtains props/training aids (2 points) • Utilizes at least two methods/techniques of instruction (3 points) • Lesson plan meets learning objectives (3 points) 	10
Presentation evaluation score 47-50= 35 points 43-46= 32 points 39-42= 28 points 35-38= 24 points 31-34= 20 points 27-30= 16 points 23-26= 12 points 19-22= 8 points 15-18= 4 points <15= 0 points	35
Total Points	50



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Fire Instructor I

(NFPA 1041, Chapter 4, 2012 edition)

Project Grade Sheet

(Projects must be completed individually)

Revised 09/07/16

(Proctors: Collect Project Grade Sheet & project work ONLY if AFC_Online is NOT being used for project submission)

Last Four Digits of SSN: _____

Student Name: _____

Graded Item	JPRs	Possible Points	Final Score
Project 1 – Facilitate and conduct shift training	4.2.3, 4.2.4, 4.2.5	20	
Project 2 – Administer Oral, written and performance tests	4.5.2	15	
Project 3 – Grade tests and provide feedback	4.5.3, 4.5.4, 4.5.5	15	
Project 4 – Final Presentation	4.2.2, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5 4.4.6 4.4.7	50	
Total Project Points Awarded		100	

Student's Signature

Instructor's Printed Name & Signature

Project 4 Evaluator's Printed Name & Signature

Certification Evaluator's Printed Name & Signature

ALABAMA FIRE COLLEGE
FIRE INSTRUCTOR I - PROJECT 4 - STUDENT PRESENTATION GRADE SHEET
 (NFPA 1041, 4.2.2, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7)

Candidate Name: _____

Speech Topic _____ **Date:** _____

Evaluator Name: _____

Evaluator Signature: _____

Lesson plan obtained: Yes/No
 Props/training aids obtained: Yes/No
 At least 2 methods/techniques of instruction utilized : Yes/No
 Lesson Met Learning Objectives: Yes/No

Candidate Points Received: _____ of 50 points

The application, assignment and evaluation step in the student's presentation can occur in any part of the presentation.
 It does not have to occur during the summary to receive those points.

1. Classroom setup

- Props and training aids in place
- Absence of non-applicable distracters

2. Appearance

- Physical appearance is neat and clean

3. Speaking Voice

- Uses a clear speaking voice with proper fluctuations
- Uses transitions effectively
- Tone shows enthusiasm

4. Grammar

- Speaks in complete sentences
- Verbiage tailored to audience
- Does not use slang unless appropriate
- Pronunciation clear and accurate

5. Objectives

- Clearly states in beginning of presentation
- References during delivery
- Motivation/coaching enforces objectives
- Re-emphasizes during summary

6. Motivation/Preparation

- Occurs during beginning of presentation
- Reinforces during delivery
- Delivers enthusiastically
- Directly related to subject

7. Appropriate teaching techniques & methods for the level being taught

- Tailors instruction to level being taught
- Applies appropriate methods & techniques for the audience being taught

8. Sequence of Instruction

- Material is built one step at a time
- Main points are emphasized sequentially & meet objectives

9. Instructor knowledge

- Evidence of knowledge of topic beyond material in lesson plan
- Material is taught and not read

10. Questions

- Questions used to encourage participation
- Answers questions accurately or explains questions will be researched
- Does not bluff
- Various questioning techniques used

11. Class control

- Uses activities to control flow
- Minimizes distractions and keeps conversation related to topic
- Handles class participants
- Corrects disruptive behavior

12. Mannerisms

- Transitional sayings are not dominate
- No obvious distracting mannerisms
- No use of crutches
- Does not pace excessively

13. Lesson plan

- Lesson plan is structured & delivered in sequential manner with identifiable transitions from one main point to another
- Delivers at a constant rate of speed
- Instructor teaches without losing place in lesson plan
- Does not add non-relevant information into presentation

14. Training aids

- Uses training aids/multi-media equipment properly
- Implements training aids at proper time
- Transition between aids and lecture is smooth
- Media is organized and non-distracting
- Identifies proper use, care & maintenance as appropriate per manufacturer's instructions

15. Summary

- Summarizes each main point
- Application step is addressed
- Assignments are made
- Evaluation step is addressed
- Does not field too many questions to make up time

Total Presentation Time: _____

NOTE:

Students receive 1 point for each item accomplished. 1 point should be subtracted for each minute the presentation is below 8 minutes or above 12 minutes.

Students should clean equipment as needed and prepare the area for the next presentation.

Evaluator Comments:
