

**INTERNATIONAL FACULTY PROGRAM**  
**FACULTY EVALUATION FORM**  
**To be completed by International Faculty Program Members Only**

Please complete this form for the faculty member and return it to her or submit it to SAI at education@sweetadelines.com immediately following the event. Use the back of the sheet if more space is needed for comments. The International Faculty Coordinators will use this feedback as part of the annual evaluation process.

Faculty Name \_\_\_\_\_ Date \_\_\_\_\_ Region \_\_\_\_\_

Event Location \_\_\_\_\_ Title of Presentation \_\_\_\_\_

**Please respond to each Area of Evaluation based on the descriptors listed with each category.**

1. Subject Knowledge - Displays mastery of the subject, answers questions with ease and demonstrates practical application of the subject.

Below average                       Average                       Above average                       Superior

Comments:

2. Expectations - Clearly defines objectives, gives reasons for learning, moves class purposely forward and outlines the itinerary.

Below average                       Average                       Above average                       Superior

Comments:

3. Clarity - Effectively explains content, checks for comprehension, relates class content to previous student knowledge and to future applications and summarizes.

Below average                       Average                       Above average                       Superior

Comments:

4. Interpersonal Skills - Establishes and maintains positive environment, handles disruptions well and provides transitions.

Below average                       Average                       Above average                       Superior

Comments:

5. Presentation Skills - Gains and maintains attention, structures the presentation appropriate to the learners, addresses all areas of the room, displays organized approach to presentation and uses a variety of active teaching and learning methods.

Below average                       Average                       Above average                       Superior

Comments:

6. Demeanor - Radiates confidence and shows enthusiasm for subject, shows respect for students, exhibits professional appearance and uses body language effectively.

Below average                       Average                       Above average                       Superior

Comments:

7. As a result of attending this class, list one concept, idea, or skill that you will be able to use in your Sweet Adelines/personal experiences.

Signature: \_\_\_\_\_