

INSTRUCTIONAL PLAN CHECK SHEET
(completed by university supervisor)

Instructor	Course			
Instructional Area	Date			
1 Below Average	2	3 Average	4	5 Above Average

Evaluation	Essential Elements of an Instructional Plan	Comments
1 2 3 4 5	1. The Title includes the name of the Course, Unit, and Instructional Area . The name of the Instructional Area implies action.	
1 2 3 4 5	2. Materials Needed , including the equipment, supplies, references, and other resources needed to teach the lesson, are identified.	
1 2 3 4 5	3. A purpose is written to tie the subject matter to be learned to students' everyday lives. The purpose summarizes what you want the students to know.	
1 2 3 4 5	4. Objectives, Questions, or Competencies are identified that will lead to accomplishing the purpose. Objectives and questions are written to include the desired <i>performance</i> . Objectives may also include the <i>condition(s)</i> under which the performance will be measured and the <i>criteria</i> by which the objective will be evaluated. Competencies must include all three	
1 2 3 4 5	5. The interest approach (motivation) creates a "felt-need to learn" and leads learners into defining the problem(s) to be solved.	
1 2 3 4 5 (x 5)	6. Instructions are outlined for completing the objectives/questions/competencies , including an outline of the content.	
1 2 3 4 5	7. Appropriate activities are planned for learners to apply the concepts, principles, and/or skills learned.	
1 2 3 4 5	8. A summary of the important concepts is included for each objective/question/competency.	
1 2 3 4 5	9. Appropriate plans are outlined and instruments developed for evaluating the learners and/or instruction .	
1 2 3 4 5	10. Plans are made to bring closure to the lesson.	