Appendix D
Rating Scale: 4 Exceptional  3 Proficient  2 Developing

Fellow Evaluation

PUNCTUALITY
• Is on time for meetings and events.
• Arrives at departure places/flight center at the designated time
• Turns journal entries, activity tracking and other “assignments” in by due date.
• Contacts teachers in a timely manner when made lead for an event.
• Turns in receipts in a timely manner with all appropriate paperwork filled out.
• Responds to requests for information (via email or in meetings) in a timely manner.

LEADERSHIP AND INITIATIVE
• Takes on his or her fair share of lead role.
• Comes to coordinators early with problems to see how they might be resolved.
• Actively works to improve lessons without undue prompting.
• Helps create a positive work environment for fellow Fellows, coordinators, teachers, and students.

PREPARATION, ORGANIZATION AND TIME MANAGEMENT
• Follows appropriate lead protocol when the lead on an event.
• Takes responsibility for knowing which trips he/she is going on.
• Knows his/her limits and realizes that he/she is a graduate student first.
• Finds a good balance between the Science Posse and Graduate School.

REFLECTION ON PRACTICE
• Actively works to improve lessons without undue prompting.
• Writes thoughtful journal entries
• Provides complete information for lesson plans.
• Follows given formats for lesson plans and activity tracking.

COLLABORATION
• Works well in both leader and support roles, balancing responsibility with team members.
• Shares ideas and feedback with other Fellows and program coordinators.

Teaching Evaluation

PREPARATION
• Prior preparation is evident.
• Fellow has enough supplies for the number of students; supplies are well organized.
• Fellow has informed the teacher of their needs for the lesson (i.e. a sink, adequate space, projector, etc.)

ORGANIZATION
• Presentation is organized so audience can easily follow along
• Materials are organized so activities flow from one to another.

USE OF TIME
• Paces presentation to stay within allotted time.
• Monitors and adjusts presentation based on student needs.

QUESTIONING
• Uses questioning to engage students.
• Uses questioning to further student understanding.

TARGETS STUDENT AGE/GRADE LEVEL
• Activities are appropriate for students’ grade.
• Tailors presentation to audience by reading audience and adjusting pace, explanations, examples, etc. (monitor and adjust).
• Uses technical vocabulary appropriately.
  o Introduces technical vocabulary with thorough explanation and appropriate analogies.
• Ensures continued understanding throughout the presentation.

RELATES TO AND ENGAGES STUDENTS