

ASSOCIATE INSTRUCTOR ASSESSMENT

EXAMINER GUIDE

This document is the examiner's guide for using Associate Instructor Assessment form. The purpose for this process is to determine whether the applicant has met the association's standard to be an Associate Instructor. Additionally, information from the assessment could provide information that will help improve the applicant's teaching.

The assessment can be made by Local Examiner in person or by a Language Examiner assessment of a video submitted by the applicant.

Directions for the Examiner

Fill out the top part of the form completely:

- Print the full name of the applicant.
- Print the examiner's name.
- Date of the examination, (If the examination of the instructor was conducted over more than one class or date, list each date).
- Location (This is the name of the Yang Family Tai Chi Center or Yang Family Tai Chi School, include city and country).
- Time examination started and time examination ended and total time of the examination. (The examination time should be a minimum of 45 minutes and a maximum examination time of 60 minutes.)

Instructions on How to Rate the Assessment Areas

Each item in the assessment is given a rating value of 1 through 5. The numbers represent the following:

1 = insufficient, 2 = below average, 3 = average, 4 = above average, 5 = outstanding.

Examiner objectivity is essential for an accurate assessment of the instructor's teaching performance.

Detail Descriptions of the Assessment Items

1. Class Greeting Protocol

- Opening Greeting – The instructor begins the class with students organized in lines or otherwise structured to promote orderly movement and provide visual lines for optimal instruction. The class formally begins with the standard martial arts salute between the instructor and the class.
- Closing Good-bye – The instructor ends the class with students organized in lines as in the Opening Greeting and close with the standard martial arts salute.

2. Instructor's Demeanor

- Proper Dress and Attire – The instructor presents himself/herself in proper attire for the class. It would be appropriate to wear clothing designed for exercise with one of the clothing item with the association logo on it. The instructor is aware that he or she represents the association at all times.
- Respect for Students – The instructor is always respectful. This means that the instructor is a respectful listener and responds in a respectful manner. The instructor does not criticize students in a hurtful way or uses harsh words. The instructor has a positive attitude toward students.
- Professionalism – The instructor demonstrates professionalism by business-like interaction with students and by not being too casual or being too friendly.

3. Traditional Form Practice and Review

- Oral Commands Clear & Loud Enough – The instructor speaks clearly and all students can hear the instructor easily without strain or confusion.
- Leads Practice Effectively – The instructor leads the class through each movement in a way that allows the students to follow at a comfortable pace.
- Movements are Correct – The instructor teaches the movements to the standard established by the Yang Family.
- Call Names of Movements in Own Language or in Chinese – The instructor calls out the names of the postures in either their native language or in Chinese. Calling the names allows the students to perform the form in an organized group and assist them in learning the names and the sequence of the form.

4. Effectively Asks Questions – The instructor asks specific questions that motivates the student to think about the material covered in the class. Questions should not be open ended like: “Do you have any questions?” Questions should be more like: “Do you understand how to keep your waist relaxed?”

5. Effectively Provides Answers – The Instructor provides clear answers and keeps the answer directed to the question. The Instructor is not afraid to say, “I do not know” if he or she does not have the answer. The instructor refers students to sources where they can find additional information.

6. Is Able to Identify Mistakes Students Make in Practice – The Instructor watches students as they practice and is be able to correct mistakes. Students do not benefit from incorrect practice. The Instructor is careful to watch for any misalignment that could cause student injuries and takes action to correct them immediately.

7. Instructor and Student Interaction Is Professional and Friendly – The instructor is open and friendly during class. The instructor presents himself or herself in a way that is courteous and respectful while demonstrating leadership and confidence in their own ability, but not overbearing. The instructor provides students a comfortable classroom atmosphere that helps students want to be in class.

8. Supervision of Class. The instructor:

- Establishes and maintains authority;
- Guides student practice;
- Keeps students on task – The instructor keeps the attention of student during the instruction, discussion and practice and does not let them drift-off or not pay attention; and
- Teaches students to be respectful of each other and teaches them not to interrupt the class in a way that makes learning difficult for others.

9. Organization of Teaching Content. The instructor:

- Has a lesson plan and introduces it to students;
- Manages the sequence of topics;
- Conducts a review of previous material;
- Presents new material;
- Covers some aspect of tai chi chuan theory or history as part of the lesson;
- Explains the relationship between theory and practice;
- Provides a warm-up and cooling down period and provides appropriate time for questions and discussion; and
- Follows the sequence and guidelines of the association’s Progression of Study to ensure that the material taught is appropriate to the student’s level and ability.

10. Time Management of Class.

Covering the Class Content – The instructor completes the class plan during the lesson. Postures are taught completely and well enough so that students are comfortable practicing them outside of the class.

Focuses the Teaching Time on Student Needs. The instructor recognizes what the students already know and teaches to the appropriate level of the students so that the instruction is efficient and effective. The Instructor understands what the students need to learn. The instructor repeats lessons when it is needed.

The instructor:

- Begins and ends class promptly;
- Has a plan for use of the time;
- Plans an appropriate amount of content for the time allotted;
- Allows enough opportunity for students to practice the material;
- Maintains balance between instructor talking and students moving; and
- Allows a break or mini-breaks between topics.

11. Explanation of the Movements.

- Movements in General - The instructor uses both verbal and non-verbal instruction. The instructor verbally explains and personally demonstrates the movements.
- Footwork – The instructor provides clear explanations of the requirements and purpose for each stance, posture and transition.
- Hand Movement – The instructor explains the correct position and purpose of the hands.
- Body Posture – The instructor explains the proper direction and use of the body in each posture.
- Eye Focus and Spirit – The instructor explains the direction and movement of the eyes and how the eyes reflect the spirit of the student.
- Energy Technique/Points – Where it is applicable, the instructor explains the coordination and use of energy in each movement and where the focus of the energy being issued is on the body.

More important than emphasis on energy and techniques, is to focus on coordinating the whole body in a relaxed, loose manner without stiffness or tension in the body. This is very important in the teaching of tai chi chuan.

- Applications – The instructor coordinates the principles of tai chi chuan with the teaching of applications – The instructor explains how to apply each principle and how the student’s practice may be deficient if the tai chi chuan principles are not followed. For more advance classes, the instructor explains the basic applications of energy within the movements.
- Accuracy of Movements – The instructor accurately and clearly describes and illustrates each of the movements when teaching.

12. Overall Class Appeal for Students

- Students enjoy the class session in general.
- Students enjoy the material taught.
- Students are comfortable with the teacher.
- The instructor is enthusiastic about tai chi chuan and shows this in his or her teaching.
- The instructor teaches in a positive manner.
- The instructor presents himself or herself in such a manner that students are confident in the teacher’s knowledge and teaching skills.

Total Score – Add all rating scores and put the total of that number in the box.

Average Score – Divide the Total Rating Score by 25. The number of assessment items in the assessment is 25 items. Place the average score in the box.

If for some reason, there are some assessment areas not rated then subtract the number of areas not rated from 25. After subtracting the number of items not rated divide the Total Score by the new number of items to obtain the Average Score. Place the score in the box.

Instructor Assessment Teaching Result:

Pass

No Pass

Pass - The instructor meets the association's standard for passing the assessment with an average score of 3.0 or higher.

Did not pass – The instructor does not meet the association's standard for passing with an average score of at least 3.0 and does not pass the assessment.

The examiner should review the evaluation results to find the areas with ratings lower than 3 and provide suggestions to the instructor for improvement in the box provided for this purpose.

When the instructor has devoted the necessary time and practice to improve areas that needed improvement, the instructor may apply to have another opportunity to have his/her teaching performance evaluated by an examiner.

ASSOCIATE INSTRUCTOR ASSESSMENT

ASSESSMENT INFORMATION

Name of Applicant for Associate Instructor: _____

Name of Examiner: _____

Date of Examination: _____ Location: _____

Time Examination Started: _____ Time Ended: _____ Total Time: _____

ASSESSMENT RATE

Each Assessment Item Rated from 1 to 5.

1 = insufficient, 2 = below average, 3 = average, 4 = above average, 5 = outstanding.

ASSESSMENT AREAS	RATING																				
1. Class Greeting Protocol: <ul style="list-style-type: none"> • Opening Greeting • Closing Good-by 	<table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	1	2	3	4	5	1	2	3	4	5										
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ASSESSMENT AREAS

RATING

11. Explanation of the Movements: • Footwork • Hand Movement • Body Posture • Eye Focus and Spirit • Energy Technique/Points • Applications • Accuracy of Movements.	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
12. Overall Class Appeal to Students	1	2	3	4	5
Total Score (Add the rating score for each Assessment Area together and place in box.)	_____				
Average Score (Divide Total Score from above by 25 and place in box) Average Score must be 3.0 or higher for a passing score.	_____				

EXAMINER'S COMMENTS

Associate Instructor Assessment Result:

Pass

No Pass

Examiner's comments or suggestions (if any):

Signature of Examiner: _____ Date: _____

**If for some reason, there are some assessment areas not rated then subtract the number of areas not rated from 25 and divide the Total Score by that number to obtain the Average Score

This completed form is submitted with the Instructor Application materials that includes a Resumé and Letter of Recommendation

