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Washington Department Of Fish And Wildlife
Hunter Education Division
Hunter Education Course Review Materials

Purpose:

Provide an informational tool for hunter education programs. This review tool also serves as a medium through which instructor ideas and instructional strategies can be shared with the Hunter education division staff and fellow Hunter education teams.

Instructions

- The course reviewer will review each hunter education instructor team once every three (3) years.
- The course reviewer will notify the selected hunter education instructor team of their review at least four (4) weeks prior to the beginning of the course.
- The course reviewer will contact the selected hunter education instructor team one (1) week prior to the course to check on last minute changes to the course.
- The course reviewer will utilize the checklist on the reverse of this page as a guide to conduct the course review.
- The course reviewer must add pertinent comments at the end of each reviewed area for which a rating of *Below Standard*, or *Unsatisfactory* is given.
- The course reviewer will conduct an "After Course Review" (ACR) with the hunter education.
- The course reviewer will provide the hunter education instructor team with a copy of the assessment form, including recommendations and instructor concerns, within 14 days of course completion.
- The course reviewer will provide the Olympia hunter education division staff with a copy of the hunter education review within 14 days of course completion.



Hunter Education Course Review Checklist

Selected Hunter education instructor team for review. (Once every three (3) years).

Notified selected Hunter education instructor team of their review four (4) weeks prior to the beginning of the course.

- Identified all team members participating in course.
- Obtained directions to course location.

Contacted Hunter education instructor team one (1) week prior to the beginning of the course to confirm course dates and times.

Completed following Administration Review components:

- ./ Facility
- ./ Equipment
- ./ Classroom Management

Completed following review components:

- ./ Lesson Plan
- ./ Instructor Group Performance
- ./ Student Assessment

Comments included for each reviewed area receiving a rating of Below Standard, or Unsatisfactory.

Conducted an "After Course Review" (ACR) with the hunter education instructor.

Verified that student record information is forwarded to Olympia, or OMR records were submitted, within ten (10) days of course completion.

Provided the hunter education instructor team with a copy of the assessment form within 14 days of course completion.

Department Of Fish And Wildlife
Hunter Education Division

County/Course
Location:

Course Date:

Chief Instructor:

- Reviewer will conduct activity in an objective manner, free from personal biases and attitudes.
- The reviewer will use the four performance rating scale described at the beginning of each reviewed area.
- The reviewer will add pertinent comments at the end of each area for which a rating of Below Standard or Unsatisfactory is given.
- The Hunter education team will have an opportunity to respond to the reviewer's ratings and comments during the After Course Review (ACR).
- The reviewer and chief instructor or designee will sign the review to acknowledge that the team has been briefed on the review.

Administration Review

1. Facility

1.1 Accessibility: Facility is suitable for physically handicapped students.

- Facility has handicapped accessible parking.
- *Facility has handicapped accessible rest rooms.(.)
- *Facility has handicapped accessible entrances/exits.(.)
- Facility layout allows for freedom of movement for physically handicapped students. (To include ramps and elevators where necessary).

Both () marked criteria must be checked to be rated "At Standard".*

Rating	<i>Unsatisfactory</i> No(*) criterion checked 0 Points	<i>Below Standard</i> 1 (*) criterion checked 1 Point	<i>At Standard</i> Both (*) criteria checked 2 Points	<i>Above Standard</i> All 4 criteria checked 3 Points
Comments:				

1. Facility (Continued)

1.2 Overall Suitability: Facility satisfies basic requirements for effective instruction.

- o Facility has separate indoor rest rooms for both genders.
- o Facility is clean and well maintained.
- o Facility is climate controlled. (Heating, cooling)
- o Facility has suitable lighting.
- o Facility has telephone or other tools available to summon emergency personnel.
- o Facility is equipped with fire safety and first aid devices.
- o Facility has large outside and or inside area available to conduct skills training.

Rating	<i>Unsatisfactory</i> 3 or fewer criteria checked <i>0 Points</i>	<i>Below Standard</i> 4 criterion checked <i>1 Point</i>	<i>At Standard</i> 5 criteria checked <i>2 Points</i>	<i>Above Standard</i> 6 or more criteria checked <i>3 Points</i>
<i>Comments:</i>				

2. Equipment/Materials

2.1 Curriculum Support: Current equipment/material is available and utilized.

- o Instructor team has sufficient supply of consumable items (pencils, manuals, etc.).
 - o Instructor team has daily agenda, Do's & Don'ts for student behavior, etc..
 - o * Instructor team has current Policy Manual available in class.
 - o Instructor team has and uses hands-on training aids that are clean and serviceable.
 - o Instructor team uses WDFW or team-designed range/skills evaluation form.
- (Hands-on training aids refer to firearms, bows, etc., used during hunter education courses.)

Rating	<i>Unsatisfactory</i> 1 or no criterion checked <i>0 Points</i>	<i>Below Standard</i> 2 criteria checked <i>1 Point</i>	<i>At Standard</i> 3 criteria checked <i>2 Points</i>	<i>Above Standard</i> 4 or more criteria checked <i>3 Points</i>
<i>Comments:</i>				

3. Classroom Management

3.1 Classroom Set-up: Classroom. is set up to provide for effective instruction.

- o * Classroom is set up so that all students can clearly see and hear instruction.
- o Classroom is devoid of distractions to instruction (excessive noise, non-class traffic, etc.)
- o Classroom provides available space for non-students (parents, guests)
- o Instructions provided to non-students to avoid disturbance during class.
- o Seats are comfortable and conducive to learning.
- o Classroom has sufficient seating and working space for all students.
- o Course posters/displays/demonstrations are visible to all students.

Rating	<i>Unsatisfactory</i> 1 or no criterion checked 0 Points	<i>Below Standard</i> 2 criteria checked 1 Point	<i>At Standard</i> 3 criteria checked with (*) checked 2 Points	<i>Above Standard</i> 4 or more criteria checked with (*) checked 3 Points
<i>Comments:</i>				

Add all scores for all four rated areas rated above. Circle the appropriate rating below:

- | | |
|---------------------------|-----------------------|
| <i>Less than 4 points</i> | <i>Unsatisfactory</i> |
| <i>4 – 7 points</i> | <i>Below Standard</i> |
| <i>8 – 10 points</i> | <i>Standard</i> |
| <i>11 or more points</i> | <i>Above Standard</i> |

Sustainable Attributes:

Recommended Improvements:

Curriculum Review

4. Lesson Plans

4.1 Lesson Presentations: Instructor team presents lessons in an effective manner.

- o * Instructor team uses lesson plans or modifications per manual .
- o Instructor team has complete set of lesson plan(s) readily available for instruction.
- o Instructor team has current audio-visual materials and instructional aids.
- o Instructor group begins each lesson with an overview of the learning objectives.
- o Instructor group demonstrates a thorough knowledge of curriculum and meets objectives.

Rating	<i>Unsatisfactory</i> 2 or fewer criteria checked <i>0 Points</i>	<i>Below Standard</i> 3/2 criteria checked <i>1 Point</i>	<i>At Standard</i> 3 criteria checked with (*) checked <i>2 Points</i>	<i>Above Standard</i> 4 or more criteria checked with (*) checked <i>3 Points</i>
Comments:				

5. Instructor Team Performance

5.1 Facilitating Instruction: Instructor team conducts accurate, thorough lessons.

- o Instructor team remains on task and manages time effectively.
- o Instructor team actively engages students in learning activities (at appropriate times) .
- o Instructor team communicates effectively with all learning styles in student group.
- o Instructor team handles student behavior and/or discipline in an appropriate manner.
- o *Instructor team conducts class in a professional manner. (*)
(Appropriate dress, proper language, follows program policy matters, etc.)

Rating	<i>Unsatisfactory</i> 1 or no criterion checked <i>0 Points</i>	<i>Below Standard</i> 2 criteria checked <i>1 Point</i>	<i>At Standard</i> 3 criteria checked with (*) checked <i>2 Points</i>	<i>Above Standard</i> 4 or more criteria checked with (*) checked <i>3 Points</i>
Comments:				

6. Student Assessment

6.1 Assessing Student Understanding: Assessment is conducted effectively.

- o Instructor team conducts curriculum review prior to administering written exam.
- o Instructor team provides assistance to students with special needs or having difficulty with completing the written exam or other assessments.
- o Instructor team provides one-on-one assistance to students with extreme special needs.
- o Instructor team reads written exam questions to students requiring assistance.
- o *Instructor team uses WDFW written exam and/or skills evaluations.
- o *Instructor team resolves pass/fail issues according to program policy guidance.

Rating	<i>Unsatisfactory</i> 2 or fewer criterion checked 0 Points	<i>Below Standard</i> 3 criteria checked 1 Point	<i>At Standard</i> 4 criteria checked with (*) checked 2 Points	<i>Above Standard</i> 5 or more criteria checked with (*) checked 3 Points
<i>Comments:</i>				

Add all scores for all four rated areas rated above. Circle the appropriate rating below:

- | | |
|---------------------------|-----------------------|
| <i>Less than 4 points</i> | <i>Unsatisfactory</i> |
| <i>4 – 7 points</i> | <i>Below Standard</i> |
| <i>8 – 10 points</i> | <i>Standard</i> |
| <i>11 or more points</i> | <i>Above Standard</i> |

Sustainable Attributes:

Recommended Improvements:

**Hunter Education Course Review
Summarized Rating**

Rating Category	Point Values	Overall Rating
<i>Administrative Rating</i>	Total Points : _____	Unsatisfactory Below Standard At Standard Above Standard
<i>Curriculum Rating</i>	Total Points: _____	Unsatisfactory Below Standard At Standard Above Standard
<i>Overall Rating</i>	Less than 7 points Between 7 – 12 points Between 13 – 18 points 19 or more points	Unsatisfactory Below Standard At Standard Above Standard

Items requiring corrective action or remediation, if any:

Instructor team comments

Chief Instructor Name / Signature:

Date:

Reviewer Name / Signature:

Date: