

INTERPRETER SELF-EVALUATION

Sample 4

Name _____ Date _____

Program/Gallery _____

INTERPRETIVE TECHNIQUE:

Please rate your response to the following statements.

4= Never 3= Sometimes 2= Most of the time 1= Always

Before beginning my program/shift:

- | | | | | |
|---|---|---|---|--|
| 4 | 3 | 2 | 1 | I revisit the theme and messages for program to focus my interactions |
| 4 | 3 | 2 | 1 | I review or consider the universal concepts and potential misperceptions |
| 4 | 3 | 2 | 1 | I review the sample questions created to engage visitor |
| 4 | 3 | 2 | 1 | I greet visitors and gather information about their background and knowledge |
| 4 | 3 | 2 | 1 | I let visitors know what they can expect and give them permission to ask questions |
| 4 | 3 | 2 | 1 | I adjust interpretation content and style to the level of audience
(children, adults, etc.) |

During my program/shift:

- | | | | | |
|---|---|---|---|--|
| 4 | 3 | 2 | 1 | I encourage visitor participation and tap their knowledge by asking questions |
| 4 | 3 | 2 | 1 | I include information that supports the theme identified |
| 4 | 3 | 2 | 1 | I listen to visitor questions and remarks and incorporate them into explanations |
| 4 | 3 | 2 | 1 | I relate interpretation to the visitor's lives (made it real, meaningful, etc.) |
| 4 | 3 | 2 | 1 | I express enthusiasm for the subject and the site |
| 4 | 3 | 2 | 1 | I provide information in a conversational style, not just a series of facts |
| 4 | 3 | 2 | 1 | I help visitors to "discover" something, not just point it out (reveal) |
| 4 | 3 | 2 | 1 | I encourage the use of 2 or more senses when having visitors investigate something |
| 4 | 3 | 2 | 1 | I regularly utilize props and exhibit elements to engage visitors in a dialogue |
| 4 | 3 | 2 | 1 | I refer visitors to other programs or activities that might be of interest to them |
| 4 | 3 | 2 | 1 | I thank visitors for coming and invite them to come back soon |

Additional training or research that would help me to be more effective in this program (or exhibit):

My strengths as an Interpreter are:

1.

2.

Two things I can improve by next time I offer this program (or work in this gallery):

1.

2.

My favorite interaction with a visitor(s) today involved:

EXTERNAL EVALUATION

Sample 5

SPRING VALLEY NATURE SANCTUARY -- INTERPRETIVE COACHING FORM

INTERPRETER: _____ DATE: _____ GRADE LEVEL: _____

REVIEWER: _____ PROGRAM: _____

PREPARATION & SET UP:	STRENGTHS	AREAS TO IMPROVE	COMMENTS
ARRIVAL 15 MINUTES PRIOR TO PROGRAM			
EQUIPMENT & SET-UP			
GREETING OF GROUP AND STARTING TIME			
PRESENTATION:			
VOICE, VOLUME, RATE, INFLECTION			
EYE CONTACT, FACIAL EXPRESSION			
BODY LANGUAGE			
AWARENESS OF STUDENTS:			
RAPPORT			
VOCABULARY & INFORMATION LEVEL			
CONCERN FOR COMFORT AND SAFETY			
TEACHING TECHNIQUES:			
EXPLANATIONS & DIRECTIONS			
QUESTIONING SKILLS			
GROUP MANAGEMENT & DISCIPLINE			
INVOLVEMENT OF PARTICIPANTS			
USE OF PROPS & EQUIPMENT			
PACING, TRANSITIONS, FLOW			
DEVELOPMENT OF APPROPRIATE THEME			
GOALS & OBJECTIVES MET:			
OPENING & INTRODUCTION			
KEEPING FOCUSED ON THEME			
FAMILIARITY WITH MATERIAL			
CLOSING & SUMMARY			

OBSERVATION CHECKLIST

Person Observed: _____ **Date:** _____ **Observer:** _____

Program: _____ **Grade:** _____

1. Notice the introduction. What are the elements of a good introduction? Did the guide do anything different from what you do? If so, what? Did you think the introduction was effective? Please comment.

2. Some time during the program concentrate on the types of questions the guide uses. Are the majority “yes/no,” “fill-in-the-blank” or “open-ended”? Give an example of an open-ended question (one that has no right or wrong answer).

3. Notice how the guide uses his/her voice. Spend several minutes listening. How many kinds of inflections were used? Did the guide vary the loudness? What seemed to be effective? Please comment.

4. Concentrate on eye contact. In what ways does the guide make eye contact? Is it used to control the group or an individual? Is it while waiting for answer? Explain.

5. Listen for silences. Does the guide talk constantly or are there periods of quiet?

6. What seems to be the main emphasis of the program – the importing of knowledge or the experience itself? Is there a combination of both? Explain.

7. Does the group seem comfortable with the guide? Is there rapport? Are the students active participants or merely observers?

8. Does the guide utilize humor in the program? Is it effective?

9. Circle your choices: The guide spoke too fast, too slowly, or just right. The program was hurried or paced appropriately. The walking speed was too fast, too slow, or appropriate for the interest and age of the group.

10. Which activities and/or visuals were used? Were they an integral part of the program or were they used as a filler?

11. What can you apply to your own presentation?

(Feel free to continue answer on back->)

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EXTERNAL EVALUATION

Sample 6

EVALUATION INSTRUMENT

Date/time of day: _____

Crowd: light medium heavy

Guide's name: _____

Evaluator's name: _____

Station: _____

Amount of time observed: _____

Ratings: n/a = not applicable in this situation, 0 = could have, but didn't do it,
1 = did, but needs improvement, 2 = did okay, 3 = did well

Skills	Rating:	n/a	0	1	2	3	Comments
Was appropriately dressed		n/a	0	1	2	3	
Looked receptive, ready to talk		n/a	0	1	2	3	
Was friendly and positive		n/a	0	1	2	3	
Faced audience while talking		n/a	0	1	2	3	
Stood so audience could see exhibit(s)		n/a	0	1	2	3	
Had theme or focus		n/a	0	1	2	3	
Spoke loud enough		n/a	0	1	2	3	
Spoke clearly		n/a	0	1	2	3	
Used hands to direct attention		n/a	0	1	2	3	
Modeled appropriate behavior		n/a	0	1	2	3	
Used props appropriately		n/a	0	1	2	3	
Gave accurate information		n/a	0	1	2	3	
Used suitable vocabulary		n/a	0	1	2	3	
Used appropriate anecdotes		n/a	0	1	2	3	
Related information to visitors' lives		n/a	0	1	2	3	
Encouraged participation with open-ended questions		n/a	0	1	2	3	
Listened to questions and remarks		n/a	0	1	2	3	
Credited questions		n/a	0	1	2	3	
Encouraged use of 2 or more senses		n/a	0	1	2	3	
Solved problems gently and effectively		n/a	0	1	2	3	
Closed talk by directing audience to exhibit(s) of interest		n/a	0	1	2	3	

(Please turn over)

Source: Parsons, 1996

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Guide's Strengths

Guide's Weaknesses

Suggestions for improvement made by the evaluator

Suggestions for improvement made by the guide

Overall Rating of Guide's Performance

Excellent Very Good Good Fair Poor

Recommendations:

_____ Re-evaluate in _____ month(s)

_____ Retraining (specify) _____

_____ Other (specify) _____

Guide's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Source: Parsons, 1996

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