

Appendix 5. Candidate Mentor Trainer Workshop Observation Form

(to be completed by current Mentor Trainer)

- **Candidate Mentor Trainer:** _____ **Date:** _____
- **Mentor Trainer:** _____
- **Workshop Location:** _____
- **Method of Observation** (check all that apply): ___in-person, ___video review, ___ ZOOM/Skype, ___other: _____
- **List Workshop Sphere being observed** (choose one): _____
- **List Workshop Protocols being observed:** _____

<p><i>This Area to Be Completed by GLOBE officials only:</i> Special Considerations, if any: Mentor Trainer Evaluation Summary:</p>		
<p>Mentor Trainer Recommendation</p>	<p>Candidate is Certified in the Following Protocols:</p>	<p>Candidate Needs to Improve the following Protocols before Certification:</p>

This Area to Be Completed by GLOBE Country Coordinator/Regional Coordinating Officer and Education Working Group Reviewer only:

_____ is certified as a GLOBE Mentor Trainer. _____

Name of Mentor Candidate Trainer	EWG Reviewer Signature	Date	CC/RCO Reviewer Signature	Date
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When Full Approval is Achieved, this document should be submitted to the Country Coordinator/Regional Coordinating Officer. The CC/ RCO will change the candidate's status from Candidate Mentor Trainer to Mentor Trainer and submit the Trainer's information to the GLOBE office. If Full Approval is Not Achieved, the Candidate Mentor Trainer's status will remain as Trainer.

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Candidate Mentor Trainer Demonstrated Ability (Describe Candidate's Performance in detail.)	Proficient	Partially Proficient	Recommendations for Proficiency
Adapts Training to Multiple Field and Training Event Conditions <ul style="list-style-type: none"> • Handles unexpected field conditions smoothly. • Answers evaluator questions about how to approach different situations that the Evaluator has encountered. • Takes advantage of multiple site possibilities to illustrate how to conduct protocols under different conditions.). 			
Candidate Mentor Trainer Demonstrated Ability (Describe Candidate's Performance in detail.)	Proficient	Partially Proficient	Recommendations for Proficiency
Familiar With Common Sources of Error <ul style="list-style-type: none"> • Effectively answers trainee and evaluator questions on sources of error. 			
Candidate Mentor Trainer Demonstrated Ability (Describe Candidate's Performance in detail.)	Proficient	Partially Proficient	Recommendations for Proficiency
Understands Training Logistics and How to Set-up a Training Event: <ul style="list-style-type: none"> • Assists with workshop preparation and setup for the protocols for which certification is sought. • Understands training logistics, develops a lesson plan appropriate to the trainees' needs and abilities, and adapts to unforeseen changes in schedule. • Unpacks materials in her/his investigation, inventories box contents on shipping sheets. • Itemizes all missing items and obtains replacements. • Knows which items must be obtained locally and what samples must be prepared in advance and makes plans to obtain them early. • Has all necessary materials for lessons, in quantities appropriate for number of trainees. • Arranges materials/instruments in stations for group work, prepares materials in advance when appropriate to save time during training, and sets up appropriate number of stations. • At end of workshop, helps with clean up and proper disposition of instruments and materials. • Allows sufficient time for all training elements – engagement, provision of background information, putting measurements in inquiry context, conducting field and lab measurements, recording, reporting, visualizing, and analyzing data, bringing inquiry questions to conclusion. • Starts and ends lessons on time, paces her/himself so investigation is taught as planned (avoids having to rush near end of lesson or omit sections due to lack of time). • Works well with other trainers when training events involve more than one trainer, and when not busy, provides assistance as needed. 			

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Inquiry Approach: <ul style="list-style-type: none"> • Follows field work with classroom data compilation and analysis. • Allocates sufficient time after fieldwork for data analysis in classroom. • Uses transparencies to compile participant maps and data effectively for groups to compare results. • Gives participants time to look for and discuss their own analysis of trends, patterns, outliers, etc. in the data during group discussion. • Revisits participants' questions and predictions and leads discussion of whether data support or do not support the predictions. • Facilitates participant discussion on sources of error, further research ideas. • Discusses use of GLOBE database in student research. • Able to put measurements in scientific context, including multiple contexts where these exist. • Places training in local context – educational, cultural, and environmental – appropriate to different curricula, grade levels, and trainee backgrounds. • Ability to suggest appropriate inquiry-based projects for individual students, student groups, and entire classes. 			
Candidate Mentor Trainer Demonstrated Ability (Describe Candidate's Performance in detail.)	Proficient	Partially Proficient	Recommendations for Proficiency
Comprehensive Understanding of GLOBE and In Depth Knowledge of the Science Associated With the Protocols <ul style="list-style-type: none"> • Knowledgeable of the connections across GLOBE protocols and investigations. • Familiar with overall GLOBE resources and teacher support. • Understands key concepts of research quality data, incomparability of measurements over time and space, Earth as a system, virtual student research conferences, learning expeditions, and scientific process in environmental science. • Readiness to provide appropriate suggestions of supporting materials and other resources beyond GLOBE. • Able to answer or readily find answers to questions about protocols that go beyond the routine. 			

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Readiness to Mentor and Evaluate Candidate Trainers and Master Trainers <ul style="list-style-type: none"> • Provides accurate self-assessment of training performance. • Provides frank and accurate assessment of trainees to the Evaluator to demonstrate the ability to evaluate candidate trainers. • Describes to the evaluator appropriate approaches to mentor and improve trainee performance. 			
Candidate Mentor Trainer Demonstrated Ability (Describe Candidate's Performance in detail.)	Proficient	Partially Proficient	Recommendations for Proficiency
Relates Well to People <ul style="list-style-type: none"> • Expresses ease, confidence, and enjoyment during training. • Is personable, patient, constructive, diplomatic, and respectful. • Works harmoniously with others as a member of the team conducting the training event. 			