

# CLASSROOM JOB AID

SCHOOL BATTALION: \_\_\_\_\_

DATE: \_\_\_\_\_

	YES	NO	REMARKS
1. <b><i>Visitor's folder</i></b> will contain the following: a. Visitor sign-in log. b. ATRRS class roster. c. Student attendance register (TRADOC Form 270-R) (Sign-in/out Roster) d. Training schedule. e. Required references: (1) POI / CMP (2) Current lesson plan f. Instructor credentials to include: (1) Copy of instructor's proponent certification or copy of the memo to the proponent requesting certification (2) Operator's permit (if required) g. Critique sheets for class visitors. h. Daily Risk Assessment Worksheet.			<i>TRADOC Reg 350-18, Para 4-5</i>
2. Are copies of approved waivers in the classroom?			<i>COT Checklist</i>
3. Is a copy of all written student materials on the visitor table? (student handouts, etc.)			
4. Is the instructor following the approved lesson plan?			<i>TRADOC Reg 350-10, Para 2-13,2-14</i>
5. Is training scheduled in a logical sequence?			<i>CMP</i>
6. Is the class location suitable for training?			<i>TRADOC Reg 350-10, Para 2-7</i>
7. Are safety requirements being explained and followed?			<i>TRADOC Reg 350-10, Para 2-17</i>
8. Are students motivated and learning?			
9. Are students and instructors in the same uniform?			
10. Is required equipment available and being used?			<i>POI</i>
11. Is instructor to student ratio being followed?			<i>POI, TRADOC Reg 350-10, Para2-13</i>
12. Is student to equipment ratio being followed?			<i>POI</i>