



THE HUNTINGTON Library, Art Collections, and Botanical Gardens

ART COLLECTIONS DOCENT EVALUATION

Docent _____ Date _____

Evaluator _____ Grade _____ # of students _____

Gallery _____ Length of Tour _____

RATING SCALE: 4 = outstanding 3 = good 2 = acceptable 1 = needs improvement

	RATING	COMMENT
PREPARATION		
Arrived by 9:30 am	_____	_____
Presented a professional appearance	_____	_____
Was prepared to tour	_____	_____
INTRODUCTION		
Introduced self, welcomed the students	_____	_____
Inquired about the group	_____	_____
Described what will happen during the tour	_____	_____
Invited divergent thinking	_____	_____
Took charge of the group	_____	_____
Discussed museum manners	_____	_____
BIG IDEA & THEMES		
Big Idea clear (what)	_____	_____
Theme clear (how)	_____	_____
Maintained Big Idea throughout	_____	_____
Themes supported Big Idea	_____	_____
Overall tour was age level appropriate	_____	_____
ARTWORK CHOSEN		
Choose an appropriate number and variety	_____	_____
Artworks related to the touring objective	_____	_____
Artworks interrelated with other works	_____	_____
Information about artist correct	_____	_____
Information about artwork correct	_____	_____

TEACHING TECHNIQUES

Used effective questioning strategy	_____	_____
Questions - lower level to open ended	_____	_____
Different learning styles addressed	_____	_____
Encouraged audience participation	_____	_____
Invited divergent thinking	_____	_____
Used wait time	_____	_____
Listened to questions and remarks	_____	_____
Credited answers	_____	_____
Effectively handled all answers	_____	_____
Presented accurate information	_____	_____
Balanced accurate information and questions	_____	_____
Avoided lecturing	_____	_____
Used suitable vocabulary for the age group	_____	_____
Defined vocabulary	_____	_____
Faced the students, not the artwork	_____	_____

TRANSITIONS

Were clear and effective	_____	_____
Related to the objective	_____	_____
Helped tie the tour together	_____	_____
Gave direction throughout the tour	_____	_____
Used transitions from artwork to artwork	_____	_____
Used transitions from station to station	_____	_____
Quickly wrapped up and moved	_____	_____

CONCLUSION

Summarized what was learned	_____	_____
Restated objective	_____	_____
Asked what was remembered	_____	_____
Thanked the students for participating	_____	_____
Invited the students to return	_____	_____

DOCENT'S STRENGTHS

DOCENT'S WEAKNESSES

SUGGESTIONS FOR IMPROVEMENT MADE BY THE EVALUATOR

SUGGESTIONS FOR IMPROVEMENT MADE BY THE DOCENT

RECOMMENDATIONS

_____	Re-evaluate in _____ week(s)
_____	Follow more tours then re-evaluate in _____ month(s)
_____	Docent is ready to tour
_____	Other _____

Docent's signature _____ Date _____

Evaluator's signature _____ Date _____

Copies: Original in docent's file. Copy to docent