

# Mary Burmeister Jin Shin Jyutsu (MBJSJ) Institute Instructor Candidate Evaluation Program (ICEP)

## Purpose

The purpose of the Instructor Candidate Evaluation Program (ICEP) is to provide a fair and effective method for evaluating and selecting qualified instructors to teach Mary Burmeister's Jin Shin Jyutsu® Physio-Philosophy. This document describes how and when we choose qualified applicants, monitor the candidates' progress in the program, evaluate their performance, and select them for the Mary Burmeister Jin Shin Jyutsu (MBJSJ) Institute faculty. Since the faculty has a primary responsibility for the preservation and dissemination of Jin Shin Jyutsu Physio-Philosophy, the careful selection of faculty members is critical to maintaining the integrity of our art as given to us by Mary Burmeister.

## How This Program Is Structured

The Instructor Candidate Evaluation Program has three stages: 1) Self-certification to become an *applicant*; 2) Application to become a *candidate*; and 3) Evaluation to become an *instructor*. This program document includes the worksheets and forms corresponding to the three stages: self-certification, candidate application, and evaluation program requirements. The worksheets specify what must be accomplished for you to be successful at each stage.

The text of each section serves as a summary of the requirements of that section and provides basic procedural information. The three summaries taken together offer an overview of the Instructor Candidate Evaluation Program.

## Becoming an Applicant

To become an applicant, it is necessary to meet the requirements described in the ***Self-Certification Worksheet*** and to submit your worksheet online. Specific requirements for this program may be viewed by printing a copy of the ICEP document. Only qualified applicants will be able to complete and submit this worksheet online.

The ***Self-Certification Worksheet*** specifies expectations for attendance at all the types of training opportunities Mary Burmeister Jin Shin Jyutsu Institute offers as well as expectations for your professional practice, study group involvement, self-help class instruction, and articles you have written about Jin Shin Jyutsu. Each expectation is reduced to a rating which generates a score. This is simply a method for us to initially assess your background. If you are selected as a possible candidate, there will be an opportunity to present yourself on a more extensive and personal level.

In addition, you are asked to make several agreements that are designed to avert any misunderstanding

of requirements for being successful in the evaluation program and its final selection stages. Finally, the worksheet asks you to identify a faculty member as your sponsor. Your sponsor is a person who is able to assert that you are an excellent consideration for the Instructor Candidate Evaluation Program, can be expected to successfully complete the evaluation program, and very likely to become a fine instructor. Note that the worksheet asks that *you not approach a faculty member* until you have qualified on the assessments in the ***Self-Certification Worksheet***.

When you have met the requirements, you may submit your completed ***Self-Certification Worksheet*** online. Please note that this is a self-certifying process. Personal integrity is the hallmark of our faculty. We count on that, from you, as you begin this journey.

## **When to Apply**

When your ***Self-Certification Worksheet*** has been submitted online and its accuracy confirmed by the Scottsdale office, you become an applicant. At that point, we encourage you to begin preparing your responses to the questions listed on the ***Candidate Application Worksheet***. Do not, however, submit this information to the director or ICEP administrator until it is requested from you.

## **Becoming a Candidate**

The second stage of the program involves the completion of the ***Candidate Application Worksheet***. This worksheet enables you to present a broader, more nuanced picture of who you are than what is allowed in the ***Self-Certification Worksheet***. Each applicant has a unique background of education, life and work experience, family, and perhaps spiritual orientation and practice. We know that you are more than the sum of the classes you have taken and the sessions you have given.

A group of qualified applicants may be contacted by e-mail and invited to submit their ***Candidate Application Worksheet***. When the need for an additional instructor is identified at the annual faculty meeting, the names of qualified applicants will be presented at the meeting. After review by the MBSJ Institute faculty, its administration and the ICEP administrator, it is possible that no applicant will be invited to become a candidate for the program. In this case, steps may be taken to find additional, qualified applicants.

Based on the information received from the worksheets and assessments made by the faculty and administrators, the ICEP administrator will submit names of applicants recommended as possible candidates to the MBSJ Institute faculty and its director. Once the final selection(s) is made, the director will inform those selected.

If you are not selected, but are regarded as a viable candidate for future consideration, we will keep the information you submitted on the ***Self-Certification Worksheet*** on file unless instructed by you to do otherwise. You should keep your ***Candidate Application Worksheet*** updated if you wish to be considered in the future.

## Becoming an Instructor

To become an instructor, it is necessary to successfully fulfill all the tasks listed under the heading of **Program Requirements**, be recommended by the ICEP administrator, and selected by the faculty and director. The evaluation period is expected to last between one to two years. It may be extended up to 30 months by declaration from the candidate. To extend beyond 30 months, permission must be received from the ICEP administrator.

The **Program Requirements** section specifies what the candidate must accomplish to successfully complete the program. It specifies the number of class presentations, interviews, sessions, evaluations, and timeframes required of the candidate. In addition, you will learn the business and office aspects of MBSJ Institute as well as complete interviews with its director and ICEP administrator.

Each candidate works with a faculty mentor. You will be required to make arrangements with a faculty member to be your mentor for the duration of this evaluation program. Your mentor will provide you with advice, ICEP support, and may advocate for you should the circumstances warrant. Note that your mentor cannot be the same faculty member as your sponsor; that is, sponsor and mentor are different people. Please consider carefully with whom you would like to work in each capacity. Typically, the mentor role requires significantly more involvement and time commitment.

If you are chosen to participate in this program, the **Forms and Worksheets** section of this document will provide you with the various forms to be used during the evaluation program. It is your responsibility to provide copies of the forms, ensure their completion, and submit them in a timely manner.

## Program Requirements

The actual evaluation program consists of attendance, participation, and practice teaching at five 5-Day Basic Jin Shin Jyutsu Seminars, interviews, giving hands-on sessions, and receiving feedback and evaluations. You are responsible for all of the scheduling and arrangements associated with these activities.

Your practice teaching will be in the form of ten presentations at five 5-Day Basic Jin Shin Jyutsu Seminars given by five different instructors. These presentations, as well as the presentations made in Scottsdale as detailed below, are to be made without computer assistance so that your command of the material, teaching style and student engagement are more immediately observable. You are expected to attend all five days of all the seminars. Additionally, you will participate in the hands-on segments held each day of the class and arrange to give a hands-on session to the class instructor.

You will provide the instructor with six *Class Presentation Feedback* forms (found in the **Forms and Worksheets** section) and request that five be given to repeat students and one to a new student. You will collect the completed forms and send copies by email to the director, ICEP administrator, and to your mentor soon after the class is completed. The instructor will provide you a narrative evaluation that will

include your class presentations, the session received from you and your involvement in the hands-on segments of the class. You may receive this directly from the instructor by the end of class or it may be emailed to you after class. In either case, you will email a copy to the director, ICEP administrator, and to your mentor.

You also participate in a five-day administrative intensive in Scottsdale, Arizona, at which you will meet the office staff and learn about our policies and procedures, office operations, required documentation for seminars and the expectations for cooperation between instructor and administrative support. The director will interview you if he has not previously done so. You will also give hands-on sessions to two of the staff and to the director and provide the staff members with the *Hands-On Session Feedback* forms to complete. The director will include his evaluation in a comprehensive narrative as indicated below. It is your responsibility to send copies of the completed forms to the ICEP administrator and your mentor.

Your primary activity in Scottsdale is four hours of class presentation, two hours from Text 1 and two hours from Text 2. You will arrange to go to Scottsdale for the intensive when you feel in sufficient command of the material to present at this level. On the first day, the director will inform you where you will begin your presentations in Text 1 and Text 2 so you will know in advance. The presentations will occur on the fourth day unless otherwise arranged. Your presentations may be attended by office staff, the director, faculty members, ICEP administrator, guests, and JSJ students of varying levels. You may offer whatever breaks you wish during each presentation.

You are responsible for providing six *Class Presentation Feedback* forms, collecting them, and sending copies to the ICEP administrator and your mentor. The director will distribute the forms to class attendees of his choosing. The director will also provide you a narrative evaluation that will include both of your presentations, the session received from you and your interview with him. You may receive this directly from him before you leave Scottsdale or it may be sent to you later. In either case, you will email a copy to the ICEP administrator, and to your mentor.

The ICEP administrator may assign interviews in addition to the one conducted by the director. These interviews may be conducted by phone, video calling (such as Skype), or in person at any time during your evaluation program. The interviewer will provide a narrative report to you. You will provide copies to the director, ICEP administrator, and your mentor. When you have finished all of these requirements, email the completed *Candidate Evaluation Requirements Checklist* form to the director, ICEP administrator, and your mentor for review.

## **Financial Obligations**

The candidate agrees to assume the responsibility for the financial requirements associated with the Instructor Candidate Evaluation Program, such as airfare, hotel, meals, and other related expenses. There is no charge for attendance at the five classes in which you will be presenting.

## **Candidate Withdrawal**

Issues and concerns may arise during the evaluation program. The ICEP administrator and your mentor will work with you in good faith to resolve such concerns, but it is your responsibility to meet all requirements. A participant may be withdrawn from the ICEP at any time by the director. If appropriate, you may be given consideration for future openings in the ICEP Program.

If you choose to withdraw from the ICEP, you are expected to speak to both your mentor and the ICEP administrator. A personal letter of withdrawal must be sent to the ICEP administrator with a copy to the director.

## **Confidentiality**

The Instructor Candidate Evaluation Program selection is based upon applicant qualifications and utilizes feedback from the Mary Burmeister Jin Shin Jyutsu Institute administration, staff, faculty, and other sources. All information contained within the applicant/candidate files including selection process, feedback forms, evaluations, and discussions governing the criteria for selection are maintained in the strictest confidence by the ICEP administrator and Mary Burmeister Jin Shin Jyutsu Institute.

## **Final Selection**

Upon successful completion of the Instructor Candidate Evaluation Program, the ICEP administrator may recommend the candidate to the faculty and director of Mary Burmeister Jin Shin Jyutsu Institute to become an instructor. If approved, the director will formally invite the candidate to join the faculty.

Please note that entry into the ICEP and participation in the program does not guarantee final selection as an instructor. The ICEP administrator may not recommend you to the faculty and director or the faculty and/or director may not accept the ICEP administrator's recommendation. In either case of non-selection, an explanation will be provided.

## **Mentoring Guidelines**

Each ICEP candidate is required to have a mentor from the Mary Burmeister Jin Shin Jyutsu Institute faculty. The mentoring relationship is established in the following sequence: 1) The candidate invites a faculty member other than their sponsor to be their mentor; 2) Both agree upon terms of availability and communication; and 3) The faculty member accepts.

A mentor has two principal, overlapping responsibilities. The first is to the candidate. The mentor's job is to guide the individual through the Instructor Candidate Evaluation Program by offering the wisdom of one who is already established in the position the candidate is seeking. This includes: assistance in resolving misunderstandings; advising on practical matters such as scheduling, financial details, establishing a working relationship with organizers, time management, etc.; developing pedagogy; helping to clarify the candidate's understanding of the established materials; and by providing

constructive feedback and counsel.

The mentor's second responsibility is to Mary Burmeister's Jin Shin Jyutsu Physio-Philosophy, which includes supporting the work of MBJSJ Institute and its family of instructors, students and organizers. The task here is to work closely with the ICEP administrator to ensure that the candidate merits selection as an instructor upon completion of the ICEP. The ICEP administrator recommends candidates who have a high probability of becoming instructors. However, the ICEP may expose weaknesses or deficiencies resulting in extending the program duration, increasing the program requirements, or even leading to the decision to deny selection of the candidate as an instructor.

## **Mentor Responsibilities**

1. Be accessible and available. Before entering into a mentoring relationship, the instructor and the candidate must determine, as specifically as possible, the instructor's availability for performing this role and the extent of the candidate's expectations/needs for the mentor. The candidate must agree to the instructor's parameters for availability. If the candidate requires more than the instructor is prepared to offer, the candidate may need to seek a different mentor.
2. Stay current. The mentor will receive copies of all feedback forms and narrative evaluations. Staying current with the feedback and evaluations will allow an informed response from the mentor to the candidate and to the ICEP administrator.
3. Respond promptly. Candidates' needs for mentoring will vary from individual to individual. Since the needs of the candidate may be intermittent with occasions of urgency, responding promptly within the parameters you establish will be critical to a successful mentoring relationship.
4. Provide feedback. The mentor will provide feedback to the ICEP administrator that will be utilized to determine the candidate's ability and readiness to become an instructor.

## **Notices**

5. Requirements presented in any of the three stages may be waived based on the needs of the organization.
6. Additional requirements may be added at the discretion of the ICEP administrator and the approval of the director.
7. At the discretion of Mary Burmeister Jin Shin Jyutsu Institute, there may be times when application to become a candidate is restricted to applicants from specific countries or regions, to applicants with specific language skills or to applicants with other skills or backgrounds determined to be important to the organization.

## **Joining the Faculty**

Joining the faculty establishes you as an independent contractor agreeing to support the mission of Mary Burmeister Jin Shin Jyutsu Institute, to conduct yourself in a professional manner worthy of the art, and to honor financial and administrative agreements. Furthermore, you agree to teach only materials approved by MBJSJ Institute at its sanctioned classes. As an approved instructor, you agree to respect and honor MBJSJ Institute's intellectual property rights.

The majority of MBJSJ's decisions are made at the annual instructor's meeting attended by the faculty, administration, and ICEP administrator. A modified consensus format is used to make decisions. We attempt to reach consensus if time permits. If not, we utilize the majority vote. Faculty members are expected to attend the annual meeting and to abide by the decisions made at the meeting whether or not they are able to attend.

## **Contact Us**

If you have a question or need any assistance with this program, please send your e-mail inquiry and include your telephone number to [Info@jsjinc.com](mailto:Info@jsjinc.com). If you choose to call Mary Burmeister Jin Shin Jyutsu Institute's office at (480) 998-9331, be prepared to leave both an e-mail address and telephone number where you can be reached. In either instance, the ICEP administrator will be in contact with you. We do, however, ask that you carefully read this entire document before submitting your inquiry.

Mary Burmeister Jin Shin Jyutsu Institute  
Instructor Candidate Evaluation Program (ICEP)

## Self-Certification Worksheet

**This worksheet is designed to help you determine your background and training qualifications. The certification asks you to stipulate that you have qualified on both the background and class attendance assessments, agree to the statements presented, and have identified a sponsor. *Please do not request sponsorship from a faculty member until you have qualified on both assessments and can agree to the statements.***

### Background Assessment

One of the challenges of the Instructor Candidate Evaluation Program is to thoroughly and efficiently assess your background in Jin Shin Jyutsu. This section is devised to be both a self-assessment tool for you and the principal means for us to determine whether you qualify as an applicant. We regard you as a partner in both endeavors and rely on your integrity to accurately present your background. This worksheet examines four aspects of your Jin Shin Jyutsu background, establishes a standard for each and provides us with a method for rating this information.

8. Demonstrating extensive experience as a practitioner. The term “actual practice year” is established here and defined as seeing ten Jin Shin Jyutsu clients per week during one calendar year allowing for reasonable time off for vacations, training, etc. If twenty clients were seen weekly for one year, that constitutes two practice years. If fifteen were seen, that constitutes 1.5 practice years. If five were seen, that constitutes .5 practice years. The ICEP applicant is required to have completed ten practice years over a minimum period of five calendar years.

You may receive credit for up to twelve practice years. Under “Credit,” enter the number of actual practice years you have or twelve, whichever is less.

Actual practice years: \_\_\_\_\_ Maximum credit: 12 Credit: \_\_\_\_\_

9. Conducting self-help instruction. An applicant is required to have conducted self-help classes utilizing the Jin Shin Jyutsu Self Help Books I, II, & III for a minimum of 500 hours of instruction.

You may receive credit for up to 600 hours of instruction, so your self-help instruction score is the number of hours or 600 (whichever is less) divided by 100.

Actual hours: \_\_\_\_\_ Maximum hours: 600 Credit (divide hours by 100): \_\_\_\_\_

10. Participation in study groups. An applicant is expected to have participated in study groups for a minimum of 100 hours. Credit is given for up to 300 hours.

Actual hours: \_\_\_\_\_ Maximum hours: 300 Credit (divide hours by 100): \_\_\_\_\_



11. Published articles in The Main Central or other publications. The minimum requirement is one article. Credit is given for up to three articles. (Please do not send copies of articles at this time.)

Number of articles written: \_\_\_\_\_ Maximum credit: 3 Credit: \_\_\_\_\_

**Total Credits:**

**To qualify for the Instructor Candidate Evaluation Program you must score the minimum in each of the four requirements and achieve a minimum of twenty credits in total.**

Mary Burmeister Jin Shin Jyutsu Institute  
Instructor Candidate Evaluation Program (ICEP)

### Class Attendance Assessment

You are considering joining the Mary Burmeister Jin Shin Jyutsu Institute faculty so you already know that training is central to the lifelong study of our art. In the Applicant's Credits column, please enter the number of credits that are based on the days of class you have attended. In the Credits column, please enter the number from either the Applicant's Credits column or the Maximum Recognized column, whichever is smaller.

<b>Type of Training</b>	<b>Minimum Required</b>	<b>Applicant's Credits</b>	<b>Maximum Recognized</b>	<b>Credits</b>
<b>Basic 5-Day Seminar (taught by, at least, 10 different instructors over a minimum period of 10 years) (5 days = 1 credit)</b>	(75 days) 15 credits		18 credits	
<b>Living the Art (formerly IT IS) Seminar (3 days = 1 credit)</b>	(3 days) 1 credit		2 credits	
<b>The Now Know Myself Seminar (5 days = 1 credit)</b>	(10 days) 2 credits		4 credits	
<b>Special Topic Class (Total # of days attended divided by 5)</b>	(10 days) 2 credits		3 credits	
<b>The Journey Continues and/or Kato Class (5 days = 1 credit)</b>	None Required		2 credits	
<b>Faculty Self-Help Class (Total # of days attended divided by 5)</b>	None Required		2 credits	
<b>Student/Practitioner Mentoring Program (5 days = 1 credit)</b>	(5 days) 1 credit		2 credits	
Add the column of credits to determine your overall credit <b>TOTAL</b>				

**To qualify for the Instructor Candidate Evaluation Program you must meet the minimum required in each of the seven types of training, and you must achieve a credits total of at least 26 without exceeding the maximum recognized for any of the types of training. Your credits will be automatically calculated when you submit the online form.**

Mary Burmeister Jin Shin Jyutsu Institute  
Instructor Candidate Evaluation Program (ICEP)

## Certification

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I agree:

\_\_\_\_\_ Instructors are independent contractors in a business relationship with Mary Burmeister Jin Shin Jyutsu Institute. Either party may sever this relationship at any time.

\_\_\_\_\_ I have examined the requirements presented in the Program Requirements section of the Instructor Candidate Evaluation Program and I am prepared to assume financial responsibility for the required travel and other associated expenses.

\_\_\_\_\_ I have a current e-mail address and I am prepared to conduct all correspondence associated with the Instructor Candidate Evaluation Program using Microsoft Word and e-mail.

\_\_\_\_\_ If selected to be an instructor, I agree to teach only the materials approved by Mary Burmeister Jin Shin Jyutsu Institute at its sanctioned classes. I also agree to respect and honor the intellectual property rights associated with these materials.

\_\_\_\_\_ Jin Shin Jyutsu is my principal discipline of study and practice.

\_\_\_\_\_ I understand that I will be the driving force behind my participation in the Instructor Candidate Evaluation Program. I am responsible for proactively managing my schedule, my progress through the program, and providing all required documentation.

\_\_\_\_\_ By submitting this certification, I am stating all responses are true and can be verified upon request.

\_\_\_\_\_ (Faculty Member's Name) has agreed to be my sponsor.

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_

Mary Burmeister Jin Shin Jyutsu Institute  
Instructor Candidate Evaluation Program (ICEP)

## Candidate Application Worksheet

### Instructions

The need for additional instructors is usually decided upon at the annual faculty meeting. We suggest that you prepare your answers to the following questionnaire ahead of time so you will be ready to submit your responses upon request. At that time, please send your completed *Candidate Application Worksheet* as a Word document to the MBJSJ Institute director and ICEP administrator as directed. Any supporting documentation that cannot be included as an e-mail attachment will need to be replicated and sent separately to the director and ICEP administrator. This worksheet, along with the information submitted on the *Self-Certification Worksheet* and any accompanying documentation, will be the primary sources of consideration in your application to become a candidate.

### Questions

12. What were your reasons for becoming a self-help instructor? What aspects of Jin Shin Jyutsu Physio-Philosophy do you find most important to share in your classes? What benefits have you received and what have you learned from teaching self-help?
13. Why did you become a Jin Shin Jyutsu practitioner? Explain how you have established yourself as a practitioner. Why do you continue to practice the Art? Describe the extent of your professional Jin Shin Jyutsu client practice and experience.
14. Describe your participation in Jin Shin Jyutsu study groups. What makes this experience different from attending the Basic 5-Day, Now Know Myself, or Special Topics classes?
15. List and provide copies of published articles you have written about Jin Shin Jyutsu. Have you written any articles for regional or national magazines outside of the Jin Shin Jyutsu community? What factors motivated you to prepare these articles?
16. What steps have you taken to promote awareness of Jin Shin Jyutsu within your community?
17. Do you receive Jin Shin Jyutsu sessions? How often and from whom? How often have you received sessions from established, experienced practitioners? Have you received sessions from the Mary Burmeister Jin Shin Jyutsu Institute office staff?
18. List and describe your experiences with public speaking. Have you received any formal training in public speaking?
19. How is Jin Shin Jyutsu Physio-Philosophy incorporated into your daily living and interaction with people?
20. When did you receive your Jin Shin Jyutsu training and who were your instructors? What other modalities do you practice? How has the study of other modalities influenced your work? If applicable, how many years have you practiced these other modalities?

21. What are your interests outside of Jin Shin Jyutsu?

22. Have you ever organized Jin Shin Jyutsu Seminars? How many? When? For whom? What did you enjoy about this experience? What did you find tedious?

23. Curriculum Vitae. Provide a chronological listing of your educational and work experience. You can include publications, achievements, memberships in professional organizations, volunteer work, etc.

24. Which languages do you speak fluently? Please describe your ability and the extent of your fluency. Are you literate in these languages?

25. Are you licensed or certified in your state to practice Jin Shin Jyutsu? (i.e. licensed Massage Therapist, Asian Bodywork, etc.) Provide a copy of all certifications, licenses, etc.

26. Please include any additional personal and/or professional information that you would like us to know about you. We encourage you not to be modest.

27. Provide your contact information: name, physical mailing address, phone numbers, and email address.

28. Mary's teaching often circles back to awareness, understanding and practice/technique. From your answers to the questions above, and particularly from your fulfilling the ICEP requirements, we will get a sense of your understanding and your practice. Your awareness is not so easy to gauge, but because it aligns with spirit which Mary called the root, we will attempt it. Please reflect on your spiritual journey before you came to Jin Shin Jyutsu and into the present. How has your awareness grown, including your self-awareness? Where do your roots lie?

My name and contact information:

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone: \_\_\_\_\_

**By submitting this certification, I am stating all responses are true and can be verified upon request.**

Date: \_\_\_\_\_

***Please email your completed worksheet as a Word document to the director and ICEP administrator. You should receive confirmation of our receipt of this document at the e-mail address you have provided. If not, please contact us at (480) 998-9331.***

**Sponsor's Name:**

**Mentor's Name:**

**BASIC 5-DAY SEMINARS - PRACTICUM**

Instructor – Class #1:

Location:

Text 1 Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Text 2 Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Hands-On Practicum Date: \_\_\_\_\_ Hands-on session to Instructor Date: \_\_\_\_\_

Feedback and evaluations emailed to director, ICEP administrator, & mentor Date: \_\_\_\_\_

Instructor – Class #2:

Location:

Text 1 Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Text 2 Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Hands-On Practicum Date: \_\_\_\_\_ Hands-on session to Instructor Date: \_\_\_\_\_

Feedback and evaluations emailed to director, ICEP administrator, & mentor Date: \_\_\_\_\_

Instructor – Class #3:

Location:

Text 1 Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Text 2 Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Hands-On Practicum Date: \_\_\_\_\_ Hands-on session to Instructor Date: \_\_\_\_\_

Feedback and evaluations emailed to director, ICEP administrator, & mentor Date: \_\_\_\_\_

Instructor – Class #4:

Location:

Text 1 Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Text 2 Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Hands-On Practicum Date: \_\_\_\_\_ Hands-on session to Instructor Date: \_\_\_\_\_

Feedback and evaluations emailed to director, ICEP administrator, & mentor Date: \_\_\_\_\_

Instructor – Class #5 :

Location:

Text 1 Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Text 2 Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Hands-On Practicum Date: \_\_\_\_\_ Hands-on session to Instructor Date: \_\_\_\_\_

Feedback and evaluations emailed to director, ICEP administrator, & mentor Date: \_\_\_\_\_

**INTERVIEWS**

Director: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned by ICEP administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned by ICEP administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATIVE INTENSIVE AT SCOTTSDALE OFFICE** Dates: \_\_\_\_\_ to \_\_\_\_\_

Topic of Presentation: \_\_\_\_\_ Date: \_\_\_\_\_

Hands-On Sessions given to: Director: \_\_\_\_\_ Date: \_\_\_\_\_

Office Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Office Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Feedback and evaluations emailed to director, ICEP administrator, & mentor Date: \_\_\_\_\_

**UPON COMPLETION OF REQUIREMENTS, CHECKLIST EMAILED TO DIRECTOR, ICEP ADMINISTRATOR, AND MENTOR** Date: \_\_\_\_\_

# Instructor Candidate Evaluation Program (ICEP)

## Class Presentation Feedback

Candidate's Name: \_\_\_\_\_  
Instructor's Name: \_\_\_\_\_  
Location: \_\_\_\_\_ Presentation Date: \_\_\_\_\_  
Presentation Topic: \_\_\_\_\_

Please check (✓) all the boxes that apply to you.

Instructor	Organizer	Review Student	JSJ Practitioner	New Student	Office Staff

The evaluation period is a time of intensive teaching, practice, and learning for the ICEP candidate. Please support this candidate by filling out this form and include additional comments in the space provided below. Your additional written comments in the space below are particularly valuable and greatly enhance the quality of the feedback. Please circle a number to rate the following:

- Needs Improvement-----Excels
- 1 2 3 4 5 Presentation was clear and understandable
  - 1 2 3 4 5 Ability to answer questions
  - 1 2 3 4 5 Candidate's appearance
  - 1 2 3 4 5 Speaking volume
  - 1 2 3 4 5 Eye contact
  - 1 2 3 4 5 Interaction with students
  - 1 2 3 4 5 Ability to hold class attention and interest
  - 1 2 3 4 5 Overall presentation

### Additional Comments:

Completed by: \_\_\_\_\_

Mary Burmeister Jin Shin Jyutsu Institute  
Instructor Candidate Evaluation Program (ICEP)

## Hands-On Session Feedback

Candidate's Name: \_\_\_\_\_  
Receiver's Name: \_\_\_\_\_  
Date: \_\_\_\_\_

The evaluation period is a time of intensive teaching, practice, and learning for the ICEP candidate. Please support this candidate by providing us with your comments, reflections, and feedback.

Needs Improvement (1) -----Excels (5)

- 1 2 3 4 5 Candidate's level of confidence
- 1 2 3 4 5 Quality of touch
- 1 2 3 4 5 Appropriateness of touch
- 1 2 3 4 5 Communication with you
- 1 2 3 4 5 Sensitivity
- 1 2 3 4 5 Manner
- 1 2 3 4 5 Quality of overall session

Briefly describe your experience at the hands-on session.