

Arizona Association of REALTORS

Instructor Standards (2012)

1. Instructor standards to be used when selecting/hiring instructors for AAR education programs.

2. Minimum instructor standards:

A. Understand the concept of adult learning and learning styles

Subskills in this standard include incorporating content and examples that enhance students' understanding; presenting new ideas by relating them to pre-existing knowledge held by the students; recognizing and respecting knowledge and experience students bring to the class; deviating from prepared material only to meet specific needs

B. Apply appropriate teaching methods to promote transfer of knowledge

Subskills in this standard include building a proper foundation for each major element of a subject; dealing with all key elements of a subject; answering all questions logically and concisely; teaching at the students' level and learning styles; building students self esteem; using a variety of teaching methods; using concise, simple and normal speech patterns, using simple terminology; not reading to the class unless it is necessary; speaking loudly enough and enunciating clearly to be heard by all.

C. Demonstrate subject matter expertise and current experience

Subskills in this Standard include presenting alternative viewpoints on material when there is not a single position that is accepted industry-wide; being informed enough to handle a variety of questions on the subject being taught; being a current practitioner in the subject matter to bring relevancy in the topic to today's practice.

D. Deliver relevant, accurate and current information that is pertinent to today's industry

Subskills in this Standard include providing current information; admitting when you don't know the answer to a question and volunteering to obtain that information or informing the students where to obtain the information

E. Provide relevant examples of how the information can be applied to the students' practice

Subskills in this Standard include incorporating content and examples that enhance student's understanding; presenting new ideas by relating them to pre-existing knowledge held by the students; showing in a specific way how the new material will benefit the students; presenting key points by using examples as illustrations.

F. Maintain a professional demeanor in the classroom environment

Subskills in this Standard include clearly identifying opinions as the instructor's opinion; showing tolerance – both to ignorance and disagreement thus avoiding arguments and confrontation (take a break to diffuse a situation if needed); being positive toward the subject matter; refraining from ridiculing either the student, the materials or others; wearing professional attire; refraining from using the classroom for political statements or any personal endorsements; refraining from marketing and soliciting or making marketing/soliciting statements from the podium (personal or 3rd party materials).

G. Adhere to the laws regarding copyright and plagiarism and accurately cite sources for materials used in the curriculum

H. Incorporate and be proficient in a variety of audio-visual materials that support the content being presented to enhance the training and reinforce learning

Subskills in this Standard include making sure all materials are legible, correctly spelled, readable and properly numbered; using visual imagery when possible to enhance written words and not overusing motion and sounds in powerpoint presentations; using and being proficient in modern presentation equipment; using color and large images in projected materials, turning the projector off when not in use.

I. Employ effective classroom management strategies

Subskills in this Standard include covering the material adequately in the allotted time; encouraging questions and motivating involvement; calling learners by name whenever possible; involving students in the learning process through planned activities; teaching to all students, not just those who show interest; keeping the presentation on pace thus finishing the material in the allotted time; restating an individual student's question to the group as a whole prior to attempting to answer the question; using

appropriate humor and personal stories to make a point; following the prepared outline and making sure that all material on the outline will be covered in the class and none of it is extraneous; using physical movement during the presentation to minimize the physical distance between the instructor and students and try to involve all students equally.

J. Instructor's motivation is learner based

K. Ensure the classroom environment is conducive to learning

Subskills in this Standard include arranging or rearranging (or making appropriate compensation) the classroom so that students do not have to look through physical objects; using equipment that enables the instructor to remain looking at the students rather than turning his/her back to the class; making sure that the physical stature of the instructor does not block the view of the students or the screen and never walking between the projector and the screen while the projector is on; making sure that the lectern or table at the front of the room is unobtrusive; not standing behind physical objects for more than a short time period.

3. Instructor Certification program: Criteria:

IDW (presentation skills) attendance required within 2 years preceding the certification and every two thereafter.

Classroom teaching experience - Must teach 5 classes per year

Exam – 80% passing grade

Videotaped teaching segment sent to 3rd party (applicant must submit two copies of the DVD)

Certification fee of \$125 which is non-refundable

Benefits to earning the certification include:

Recognition

Market edge

Personal marketing

Handsome certificate

Free listing in AAR's Instructor Directory

Announcements: AAR notifies associations

Recognition at AAR Leadership Conference