

## CLASSROOM OBSERVATION FORM

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

Course: \_\_\_\_\_ Section: \_\_\_\_\_ # of students present: \_\_\_\_\_

Evaluator: \_\_\_\_\_ (Print Name)

Directions: Rate the instructor on each item giving the highest scores for unusually effective performances. Select the rating which best evaluates the faculty member.

*Note: Full-time faculty have many forms of evaluation, including this observation, self-evaluation, chair evaluation, CAO evaluation, and a summary evaluation. Each will be provided to the faculty member.*

### Rating Scale:

- EP Exceeds Performance Standards**
- MP Meets Performance Standards**
- NI Needs Improvement of Performance Standards**
- UP Unacceptable Performance**
- NA Not Enough Information to Evaluate**

### **Course Knowledge and Objectives**

- |   |    |    |    |    |    |
|---|----|----|----|----|----|
| 1. Expressed purpose of today's lesson.   | EP | MP | NI | UP | NA |
| 2. Made clear the relationship between current & previous lesson.               | EP | MP | NI | UP | NA |
| 3. Lesson relates to outcomes, competencies, and skills required in the course. | EP | MP | NI | UP | NA |
| 4. Demonstrates command of subject matter.                                      | EP | MP | NI | UP | NA |
| 5. Topics were integrated/related meaningfully to each other.                   | EP | MP | NI | UP | NA |
| 6. The instructor offers "real world" applications.                             | EP | MP | NI | UP | NA |

Comments:

### **Facilitator Communication and Behavior**

- |  |    |    |    |    |    |
|--|----|----|----|----|----|
| 1. Asked questions periodically to determine student understanding.                      | EP | MP | NI | UP | NA |
| 2. Presented evidence and used concrete language to clarify difficult or abstract ideas. | EP | MP | NI | UP | NA |
| 3. Modeled and encouraged thinking & analysis.   | EP | MP | NI | UP | NA |
| 4. Discussed and/or addressed problems raised during the lecture or lab.                 | EP | MP | NI | UP | NA |
| 5. Communicated interest in student learning.  | EP | MP | NI | UP | NA |
| 6. Structured a productive and relevant class time.                                      | EP | MP | NI | UP | NA |
| 7. Influenced a classroom climate of fairness, objectivity, & tolerance.                 | EP | MP | NI | UP | NA |
| 8. Engaged with students and interacted within the classroom environment.                | EP | MP | NI | UP | NA |
| 9. Key points were summarized at the conclusion of the lesson.                           | EP | MP | NI | UP | NA |

Comments:

**Delivery Style**

- |  |    |    |    |    |    |
|--|----|----|----|----|----|
| 1. Voice could be easily heard and understood.                     | EP | MP | NI | UP | NA |
| 2. Language was appropriate and neither too formal nor too casual. | EP | MP | NI | UP | NA |
| 3. Rate of speech was neither too fast nor too slow.               | EP | MP | NI | UP | NA |
| 4. Maintained eye contact with group.                              | EP | MP | NI | UP | NA |
| 5. Used appropriate instructional aids and/or technology.          | EP | MP | NI | UP | NA |
| 6. Demonstrated enthusiasm for teaching & learning.                | EP | MP | NI | UP | NA |
| 7. Used a variety of teaching methods to engage learners.          | EP | MP | NI | UP | NA |
| 8. Instructional style met lesson needs.                           | EP | MP | NI | UP | NA |

Comments:

**Professionalism**

- |  |    |    |    |    |    |
|--|----|----|----|----|----|
| 1. Presented content appropriately and professionally. | EP | MP | NI | UP | NA |
| 2. Demonstrated leadership and command of classroom.   | EP | MP | NI | UP | NA |
| 3. Modeled professional and ethical behavior.          | EP | MP | NI | UP | NA |

Observer comments:

Instructor comments:

Observer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

- The signature of the instructor does not signify that the instructor agrees with the comments of the observer, only that the instructor has read and reviewed this form. Typing your name on this line constitutes your eSignature. Further, the instructor has the opportunity to respond to this observation within five business days.

\_\_\_\_\_ Copy to Faculty Member