

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:

- 4 Exceeds Expectations**
- 3 Meets Expectations**
- 2 Below Expectations**
- 1 Unacceptable Performance**
- NA Not Enough Information to Evaluate**

Course Knowledge, Objectives and Structure

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

Comments:

Facilitator Communication and Behavior

- | | | | | | |
|--|---|---|---|---|----|
| 1. Asked questions periodically to determine student understanding. | 4 | 3 | 2 | 1 | NA |
| 2. Presented evidence and used concrete language to clarify difficult or abstract ideas. | 4 | 3 | 2 | 1 | NA |
| 3. Critical thinking & analysis was modeled and encouraged. | 4 | 3 | 2 | 1 | NA |
| 4. Summarized the main ideas in the session. | 4 | 3 | 2 | 1 | NA |
| 5. Discussed and/or addressed problems raised during the lecture or lab. | 4 | 3 | 2 | 1 | NA |
| 6. Instructor interest in student learning was communicated. | 4 | 3 | 2 | 1 | NA |
| 7. Used class time appropriately. | 4 | 3 | 2 | 1 | NA |
| 8. Fostered a learning environment that treated students fairly & equitably. | 4 | 3 | 2 | 1 | NA |
| 9. Influenced a classroom climate of openness, objectivity, & tolerance. | 4 | 3 | 2 | 1 | NA |
| 10. Moved around the classroom with ease and interacted with students. | 4 | 3 | 2 | 1 | NA |

Comments:

Delivery Style

- | | | | | | |
|--|---|---|---|---|----|
| 1. Voice could be easily heard. | 4 | 3 | 2 | 1 | NA |
| 2. Language was neither too formal nor too casual. | 4 | 3 | 2 | 1 | NA |
| 3. Mannerisms (body, vocal) were not distracting. | 4 | 3 | 2 | 1 | NA |
| 4. Rate of speech was neither too fast nor too slow. | 4 | 3 | 2 | 1 | NA |
| 5. Articulated words clearly. | 4 | 3 | 2 | 1 | NA |
| 6. Maintained eye contact with group. | 4 | 3 | 2 | 1 | NA |
| 7. Used clear and appropriate language. | 4 | 3 | 2 | 1 | NA |

- | | | | | | |
|---|---|---|---|---|----|
| 8. Appropriate use of instructional aids and/or technology. | 4 | 3 | 2 | 1 | NA |
| 9. Session was interactive. | 4 | 3 | 2 | 1 | NA |
| 10. Demonstrated enthusiasm for teaching & learning. | 4 | 3 | 2 | 1 | NA |
| 11. Used a variety of teaching methods to engage learners. | 4 | 3 | 2 | 1 | NA |
| 12. Instructional style met lesson needs. | 4 | 3 | 2 | 1 | NA |

Comments:

Professionalism

- | | | | | | |
|--|---|---|---|---|----|
| 1. Appropriate professional teaching presentation. | 4 | 3 | 2 | 1 | NA |
| 2. Demonstrated leadership and command of classroom. | 4 | 3 | 2 | 1 | NA |
| 3. Modeled professional and ethical behavior. | 4 | 3 | 2 | 1 | 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