Instructor Name Click or tap here to enter text. Date/Time of Visit Click or tap here to enter text.

Class Observed Click or tap here to enter text. Observer Click or tap here to enter text.

**Part I: Course Outline – Supervisor Review**

[ ]  Master Syllabus is followed [ ] Course Outline

[ ] Evaluation/grading procedure [ ]  Attendance requirements

Comments Click or tap here to enter text.

**Part II: Review of Class Session**\*All items marked Needs Improvement or Not Observed must be explained in Comments

 Needs Meets Exceeds Not

 Improvement\* Expectations Expectations Observed\*

1. **Class Structure**
2. Reviews previous day’s course content [ ]  [ ]  [ ]  [ ]
3. Gives overview of day’s course content [ ]  [ ]  [ ]  [ ]
4. Emphasizes main points throughout lesson [ ]  [ ]  [ ]  [ ]
5. Uses time wisely [ ]  [ ]  [ ]  [ ]
6. Maintains discipline and control [ ]  [ ]  [ ]  [ ]
7. Summarizes course content covered [ ]  [ ]  [ ]  [ ]
8. Directs student preparation for next class [ ]  [ ]  [ ]  [ ]

Comments Click or tap here to enter text.

 Needs Meets Exceeds Not

 Improvement\* Expectations Expectations Observed\*

1. **Methods**
2. Provides well-designed materials [ ]  [ ]  [ ]  [ ]
3. Employs non-lecture learning activities (i.e.
small group discussion, student-led activities) [ ]  [ ]  [ ]  [ ]
4. Invites class discussion [ ]  [ ]  [ ]  [ ]
5. Uses examples that are simple, clear, precise
and appropriate [ ]  [ ]  [ ]  [ ]
6. Delivers well-planned lecture [ ]  [ ]  [ ]  [ ]

Comments Click or tap here to enter text.

 Needs Meets Exceeds Not

 Improvement\* Expectations Expectations Observed\*

1. **Teacher-Student Interaction**
2. Solicits and respects student input [ ]  [ ]  [ ]  [ ]
3. Involves a variety of students [ ]  [ ]  [ ]  [ ]
4. Holds the attention of students and can be
clearly understood [ ]  [ ]  [ ]  [ ]
5. Provides feedback and assists students
with questions [ ]  [ ]  [ ]  [ ]
6. Shows enthusiasm [ ]  [ ]  [ ]  [ ]
7. Exhibits sensitivity to students’ personal
culture, gender differences and disabilities [ ]  [ ]  [ ]  [ ]
8. Responds appropriately in a non-threatening,
proactive manner [ ]  [ ]  [ ]  [ ]

Comments Click or tap here to enter text.

 Needs Meets Exceeds Not

 Improvement\* Expectations Expectations Observed\*

1. **Content**
2. Appears knowledgeable [ ]  [ ]  [ ]  [ ]
3. Appears well-organized [ ]  [ ]  [ ]  [ ]
4. Explains concepts clearly [ ]  [ ]  [ ]  [ ]
5. Relates concepts to students’ experience [ ]  [ ]  [ ]  [ ]
6. Selects learning experiences appropriate to
level of learning [ ]  [ ]  [ ]  [ ]

Comments Click or tap here to enter text.

**Part III: Adjunct Faculty**

 Needs Meets Exceeds Not

 Improvement\* Expectations Expectations Observed\*

1. Complies with established college policies
and procedures [ ]  [ ]  [ ]  [ ]
2. Attends meetings and events as required
by College administration [ ]  [ ]  [ ]  [ ]

1. Responds in a timely manner to requests
from College, division and program
administrators [ ]  [ ]  [ ]  [ ]

Comments Click or tap here to enter text.

**Part IV: Evaluation**

*Check the best description*

The instructor:

[ ]  Needs Improvement [ ]  Meets Expectations [ ]  Exceeds Expectations

*Justify your rating*

Address strengths observed, suggestions for improvement and overall impression of teaching effectiveness.

Click or tap here to enter text.

**Part V: Instructor Comment**

The instructor has the right to attach any comments as an addendum to this document.

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 Observer Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Instructor Date

The signature of the instructor does not signify that the instructor agrees with the comments of the observer, only that the instructor had read and reviewed this form.