

This form is to be used for all observations of faculty teaching made by academic supervisors. The instructor and the observer should meet prior to the observation so that the observer can obtain information about the class to be observed. They should meet again after the observation to discuss the class, complete the instructor's portions, and sign the form.

Most questions should be treated numerically by circling the appropriate number. Explanation of the rating should also be included.

INSTRUCTOR'S NAME \_\_\_\_\_

EVALUATOR'S NAME \_\_\_\_\_

DATE OF OBSERVATION \_\_\_\_\_ LOCATION \_\_\_\_\_

COURSE/SECTION \_\_\_\_\_ CLASS SIZE \_\_\_\_\_

CENTER \_\_\_\_\_ LENGTH OF VISIT \_\_\_\_\_

LEVEL OF THE COURSE (Introductory, Intermediate, Advanced) \_\_\_\_\_

INSTRUCTIONAL MODALITY: Traditional lecture or discussion, online, DL room, hybrid (circle one)

I. Lesson Description.

In the space below, please describe the lesson taught. Include but do not limit the description to the subject of the class, the objectives (stated or implicit), and the methods used. Be sure to indicate the general approach followed in the lesson-lecture, explanation of paper, dialogue, etc.

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For each question below, please use the following rating scale:

1	2	3	4	5	6	7
Unsatisfactory	Poor	Needs Improvement	Satisfactory	Good	Very Good	Outstanding

II. Instructional Technique and Academic Expertise:

A. Knowledge of subject (as revealed by ability to expound, to respond to questions, etc.):

1 2 3 4 5 6 7

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B. Presentation:

- 1. Quality of Presentation (e.g., use of repetition, illustration, evidence of planning, question pattern, conceptual organization):

1 2 3 4 5 6 7

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- 2. Communication skills (language clarity, articulation/pronunciation, volume, eye contact, confidence and enthusiasm, etc.):

1 2 3 4 5 6 7

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- 3. Interaction with students (instructor feedback to students, rapport with students, incorporated students' comments into own statements, etc.):

1 2 3 4 5 6 7

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C. Syllabus, texts, and assignments:

1 2 3 4 5 6 7

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D. Adherence to lesson objectives as stated in the syllabus:

1 2 3 4 5 6 7

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E. Techniques appropriate to lesson goals:

- 1. Reinforcement of independent study:

1 2 3 4 5 6 7

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- 2. Integration of supplementary material:

1 2 3 4 5 6 7

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- 3. Effective direction of student participation:

1 2 3 4 5 6 7

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F. Use of Instructional Technology or other aids to maximize the learning environment:

1 2 3 4 5 6 7

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G. Did the instructor demonstrate concern for and interest in the students? If so, how?

1 2 3 4 5 6 7

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III. Student Involvement:

A. Student preparation for the class:

1 2 3 4 5 6 7

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B. Level of student participation and interest (e.g., did students ask questions):

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IV. Comments on physical facilities, if any:

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V. Overall Effectiveness:

A. Instructor's major strengths and weaknesses (or areas for improvement):

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B. Recommendations suggested to instructor:

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C. Overall rating of presentation:

1 2 3 4 5 6 7

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VI. Instructor's Comments:

A. How well prepared are the students in this class to do the work expected?

1 2 3 4 5 6 7

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B. How would you characterize their attitude toward the work of the course and yourself?

1 2 3 4 5 6 7

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C. Assess the adequacy of the course materials, e.g., texts, tapes, studio or lab equipment, and the like, in relation to:

1. Course goals:

1 2 3 4 5 6 7

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2. Students' needs:

1 2 3 4 5 6 7

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D. Assess the students' use of the course materials:

1 2 3 4 5 6 7

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VII. In the space below, please respond, if you wish, to any section(s) of the above evaluation.

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(continue on reverse side if necessary)

ACADEMIC SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(Your signature signifies that you have read this evaluation, not necessarily that you are in agreement with its contents.)