|  |  |  |  |
| --- | --- | --- | --- |
| **Instructor:** |   | **Observer:** |   |
| **Course:** |   | **Date:** |   |
| **Class Day/Time:** |   | **Time:** |   |
| **# Registered Students:** |   | **# Attending Students:** |   |

# Instructional Format: Select the one that best applies

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  15 Weeks | [ ]  Blended | [ ]  Condensed | [ ]  External |

# Instructional Setting: Select all that apply

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Traditional | [ ]  Seminar | [ ]  Small Groups | [ ]  Online |
| [ ]  Computer Lab | [ ]  Other Lab | [ ]  Clinical | [ ]  Virtual |

# Pre-Observation Information:

|  |
| --- |
| [ ]  Copy of Syllabus |
| [ ]  Copies of handouts, assignments, etc. that will be used on the day of the observation |

# Topics to be covered and their relationships to Student Learning Outcomes:

|  |
| --- |
|   |

# Facets of instruction for which the faculty member requests the observer’s attention:

|  |
| --- |
|   |

# Rating System: Use the rating system given below when evaluating the specific items on the subsequent pages.

*Exceeds Expectations*: Instructor is highly effective

*Meets Expectations*: Instructor is effective

*Met with Concerns*: Instructor is effective but there is obvious room for improvement

*Needs Significant Improvement*: Instructor is minimally or not effective

*Unsatisfactory*: Instructor is not effective and is likely promoting misconceptions or causing student issues

*Not Observed*: Not observed in this instructional observation

*Not Applicable*: Does not apply to this instructional setting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization / Structure** | Exceeds Expectations | Meets Expectations | Met with Concerns | Needs Significant Improvement | Unsatisfactory | Not Observed | Not Applicable |
| Relates this class session to previous classes |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Provides overview of the day’s course content |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Demonstrates adequate preparation/design of course content |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Demonstrates adequate preparation/design of pedagogical structure |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Directs student preparation for next class |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Summarizes course content covered |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |

# Comments on Organization / Structure:

|  |
| --- |
|   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Instructional Delivery / Presentation Style** | Exceeds Expectations | Meets Expectations | Met with Concerns | Needs Significant Improvement | Unsatisfactory | Not Observed | Not Applicable |
| Appropriate language use |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Clear articulation |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Effective use of voice: projection, modulation, etc. |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Effective eye contact |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Effective body language |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Effective movement |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Rapport with students |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |

# Comments on Instructional Delivery / Presentation Style:

|  |
| --- |
|   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Professionalism** | Exceeds Expectations | Meets Expectations | Met with Concerns | Needs Significant Improvement | Unsatisfactory | Not Observed | Not Applicable |
| Begins class on time/greets students |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Is respectful and courteous to students |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Displays professional attitude and demeanor |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Encourages participation |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Gives appropriate responses |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| Displays enthusiasm (for the subject and student learning) |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |

# Comments on Professionalism:

|  |
| --- |
|   |

# Instructional Methodologies Used: Select all that apply

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Lecture | [ ]  Discussion | [ ]  Student Presentation | [ ]  Other: |   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Instructional Methodologies** | Exceeds Expectations | Meets Expectations | Met with Concerns | Needs Significant Improvement | Unsatisfactory | Not Observed | Not Applicable |
| The methods were appropriate to the content and level of learning |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| The students were engaged |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| There was evidence of learning |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |

# Comments on Instructional Methodologies:

|  |
| --- |
|   |

# Instructional Technology Used: Select all that apply

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  Audio / Visual | [ ]  Internet | [ ]  PowerPoint | [ ]  Whiteboard / Chalk | [ ]  Other: |   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Instructional Technology** | Exceeds Expectations | Meets Expectations | Met with Concerns | Needs Significant Improvement | Unsatisfactory | Not Observed | Not Applicable |
| The technologies were appropriate to the content and level of learning |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |
| The technologies enhanced student learning |[ ] [ ] [ ] [ ] [ ] [ ]  [ ]  |

# Comments on Instructional Technology:

|  |
| --- |
|   |

# Other Instructional Observations:

|  |
| --- |
|   |

# Summary of Instructional Observation:

|  |
| --- |
|   |

# Signatures:

|  |  |  |  |
| --- | --- | --- | --- |
| Observer: |   | Date: |   |
| Faculty Member\*: |   | Date: |   |

\*Signing this form signifies receipt, but not necessarily agreement.

The fall semester Instructional Observation Form is only shared with the faculty member for them to use the constructive feedback to improve. The spring semester Instructional Observation Form shall be copied to the Immediate Supervisor after being signed by the faculty member. If the Immediate Supervisor determined that only a single observation is needed, then the Instructional Observation Form (from either fall or spring) shall be copied to the Immediate Supervisor after being signed by the faculty member.