



## **CLASSROOM OBSERVATION FORM - DIRECTIONS**

This form serves as an evaluation and development tool to be used by supervisors. Observation and evaluation of faculty should be a professional endeavor that encourages open and free discussion between the instructor and observer. The classroom observation process is meant to provide an opportunity for growth for the instructor and evaluator. It is expected that the instructor and observer will discuss the observation and that there will be an opportunity for questions and honest conversation about performance and expectations. When areas of improvement are noted an action plan should be developed.

### **INSTRUCTIONS:**

1. Prior to the classroom observation the instructor will provide the observer with copy of the course syllabi and assessments used in the course. These will be used to complete the curriculum review and assessment review portion of the classroom observation form.
2. The instructor and observer will determine an appropriate observation date and time to avoid conflicts with testing or other non-observable activities that may be occurring in the classroom.
3. After the classroom evaluation the observer will designate the appropriate rating for each item and required comments after each section.
4. The final three questions are for a narrative survey. These will be completed by the observer prior to reviewing with faculty. The purpose of this form is to facilitate teaching improvement so be sure to include areas which clearly need to be improved, commendations, and suggestions which may be helpful to the faculty member. All comments should be positive and constructive in nature.
5. After the form is completed by the observer a time will be established to review the entire observation form between the instructor and observer. If the instructor wishes to add comments they should be on an additional sheet and added to the conclusion of the observation form.



## CLASSROOM OBSERVATION FORM

Instructor Name: \_\_\_\_\_ Observer's Name: \_\_\_\_\_

Course Number and Section: \_\_\_\_\_ Observer's Role: ☐ Supervisor ☐ Mentor ☐ Peer

Date Observed: \_\_\_\_\_ Time Observed: \_\_\_\_\_ Students in Class: \_\_\_\_\_

**SCALE:** 1 = *needs improvement* or *No* and 5 = *excellent* or *Yes*

<b>CURRICULUM REVIEW</b>	<b>Yes</b>				<b>No</b>	<b>Not Applicable</b>
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	
1. Course syllabus course description agrees with course description in the Course Outline of Record (COR)	5	4	3	2	1	N/A
2. The syllabus course objectives agree with those in the state Course Outline of Record (COR)	5	4	3	2	1	N/A
3. The syllabus contains a weekly outline	5	4	3	2	1	N/A
4. The syllabus contains information necessary to determine grade	5	4	3	2	1	N/A
5. The instructors office hours and contact information is included on the syllabus	5	4	3	2	1	N/A
6. Course syllabus clearly communicates policies, expectations, assignments, grading, attendance, etc., for the course	5	4	3	2	1	N/A

**Required Comments:**

<b>ASSESSMENT REVIEW</b>	<b>Yes</b>				<b>No</b>	<b>Not Applicable</b>
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	
1. Tests and quizzes relate to the course objectives	5	4	3	2	1	N/A
2. Assignments and projects are appropriate to the course objectives	5	4	3	2	1	N/A
3. The instructor uses appropriate evaluation activities and instruments (usage of labs, tests, projects, assignments)	5	4	3	2	1	N/A

**Required Comments:**

CLASSROOM REVIEW	Yes				No	Not Applicable
	5	4	3	2	1	
1. Instructor presents material related to the course objectives	5	4	3	2	1	N/A
2. Instructor communicates effectively with class (grammar, spelling, voice, volume)	5	4	3	2	1	N/A
3. The instructor exhibited interest in the subject matter and the students	5	4	3	2	1	N/A
4. The instructor created a warm atmosphere and related comfortably and easily with students	5	4	3	2	1	N/A
5. The instructor used effective classroom management techniques to create an engaging learning experience for each student	5	4	3	2	1	N/A
6. Instructional technology was used appropriately and effectively to support learning objectives	5	4	3	2	1	N/A
7. Instructor used class time efficiently	5	4	3	2	1	N/A
8. Instructor was well-prepared for class	5	4	3	2	1	N/A
9. Instructor used examples and/or illustrations to explain content	5	4	3	2	1	N/A
10. Instructor encourages student participation	5	4	3	2	1	N/A
11. Instructor responds to questions clearly and promptly	5	4	3	2	1	N/A
12. Instructor welcomes and respects diverse viewpoints	5	4	3	2	1	N/A
<b>Required Comments:</b>						

**GENERAL COMMENTS:**

**AREAS OF STRENGTH BASED ON OVERALL OBSERVATION:**

**AREAS OF IMPROVEMENT BASED ON OVERALL OBSERVATION:**

-----**Instructor/Observer Review**-----

Date Reviewed: \_\_\_\_\_ Observer's Signature: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Faculty Comments Attached: \_\_ Yes \_\_ No

