

## Classroom Observation – Teaching Faculty

**Directions:** Reviewers should indicate the presence of effective teaching activities/behaviors in one scheduled class period not to exceed 75 minutes.

N = Needs Improvement

S = Satisfactory

E = Exemplary

NA = Not Applicable

Unit Member Name: \_\_\_\_\_

Discipline: \_\_\_\_\_

Class Observed/Section #: \_\_\_\_\_

Date/Time Observed: \_\_\_\_\_

Work Location: \_\_\_\_\_

Type of Class: \_\_\_\_\_

# of Students: \_\_\_\_\_

Observation By: \_\_\_\_\_

**Narrative:** (examples: start on time? End of time? Agenda/Outline of class session, attendance taken? Encourage students to use resources (textbook, handouts, notes)

### Depth/Breadth of Knowledge:

**Content Knowledge** Areas to evaluate include, but are not limited to, the following:

- Factual material is presented without numerous changes and corrections.
- The instructor offers directions for further study for the interested/advanced student, if the opportunity presents itself.
- Questions are handled with clear responses the majority of the time, if the questions are factually oriented, rather than interpretations.
- An array of interpretations are presented where appropriate. Instructor presents divergent viewpoints.
- Students are encouraged to question presentation material.
- The instructor incorporates current research in the field and cites authorities to support statements. The instructor makes distinctions between fact and opinion.
- The instructor communicates the reasoning process behind operations and/or concepts.
- The instructor generated the majority of course assignments and assessments and was not overly dependent upon third party or textbook editor generated materials.

Content Knowledge Narrative. Please provide a narrative that elaborates on the observed areas.

**Educational Methods Techniques:**

**Variety and Pacing of Instruction** Areas to evaluate include, but are not limited to, the following:

- The organizational pattern utilized is appropriate to the nature of the subject or session. (i.e., topical for analytical, sequential for process)
- The instructor utilizes adequate wait time when asking questions.
- The instructor responds to wrong answers constructively.
- The instructor draws non-participating students into activities/discussions.
- The instructor asks probing questions when student answers are incomplete.
- The instructor guides the direction of discussion.
- The instructor refrains from answering own questions.
- The instructor asks questions of students that challenge them to think more deeply.
- Active learning strategies (group work, paired discussions, polling) are utilized to provide opportunities for students to practice what they have learned.
- Explicit directions for active learning tasks (e.g. rationale, duration, product) are provided.
- Sufficient time is allowed to complete in-class assignments.
- The instructor specifies how learning tasks will be evaluated (if appropriate).
- The instructor uses open-ended, higher order questions.

Variety and Pacing of Instruction Narrative. Please provide a narrative that elaborates on the observed areas.

**Organization** Areas to evaluate include, but are not limited to, the following:

- The instructor relates this and previous class(es), or provided students with opportunity to do so.
- The instructor has all necessary materials and equipment readily available.
- The instructor summarizes periodically throughout and at the end of class or prompts students to do so.

Organization Narrative. Please provide a narrative that elaborates on the observed areas.

**Use of Technology** Areas to evaluate include, but are not limited to, the following:

- The instructor effectively incorporates a variety of instructional technologies to enhance student learning (PPT, websites, YouTube, blogs, film, diagrams, etc.).
- All digital media formats were accessible.
- The instructor uses Canvas to provide supplemental materials.
- Instructor maintains all student grades and records of work within the MSJC Course Management System (i.e. Canvas).

Use of Technology Narrative. Please provide a narrative that elaborates on the observed areas.

## Effectiveness of Communications:

**Presentation Skills** Areas to evaluate include, but are not limited to, the following:

- The organization of materials clear and understandable.
- The instructor establishes and maintains eye contact with students.
- The instructor varies the pace and tone to keep students alert.
- The instructor responds to changes in student attentiveness.
- The handouts are easy to follow.
- The syllabus adheres to syllabus checklist in the faculty handbook.

Presentation Skills Narrative. Please provide a narrative that elaborates on the observed areas.

**Clarity** Areas to evaluate include, but are not limited to, the following:

- The instructor notes and explains new terms or concepts.
- The instructor elaborates or repeats complex information.
- Examples are used to explain content.
- New ideas are related to familiar concepts.

Clarity Narrative. Please provide a narrative that elaborates on the observed areas.

**Report:**

**Instructor-Student Interaction** Areas to evaluate include, but are not limited to, the following:

- Ample evidence was present that students felt comfortable interacting with the instructor.
- Students are addressed by name.
- The instructor attends respectfully to student comprehension or puzzlement.
- The instructor invites student participation and comments.
- Student responses are incorporated when appropriate.
- Students are treated with respect.
- Student participation and intellectual risk-taking are encouraged.
- Students are encouraged to interact civilly/respectfully with each other.
- Students' needs and concerns are addressed.
- Potentially disruptive behaviors are addressed before they impact learning environment.
- The instructor respects students' personal culture, gender differences, and disabilities.
- The instructor responds appropriately to students to foster a non-threatening, pro-active learning environment.

Instructor-Student Interaction Narrative. Please provide a narrative that elaborates on the observed areas.

**Commendations** What went well in this class? Please acknowledge activities outside of class (e.g. conferences, club advising, presentations, committee participation, etc.)

**Recommendations** What suggestions for improvement do you have? Were the recommendations from the prior evaluation cycle addressed? (Please place this last question in the administrative evaluation template.)