

## Classroom Evaluation Form

Faculty Member's Name \_\_\_\_\_ Observer's Name \_\_\_\_\_

Course Number and Section \_\_\_\_\_ Date Observed \_\_\_\_\_

**INSTRUCTIONS:**

1. Consult online syllabus before observing class.
2. Use this electronic, expandable form to record your observations.
3. Enter findings and comments after each section which will help clarify your ratings. (Type an "X" over the appropriate number.)
4. The final three questions are for a narrative survey, please complete all three sections. 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.
5. Email this completed form as an attachment to the chair of the peer review committee (usually your Dean)

	Yes	No	Not Applicable	Insufficient Information		
<b>ORGANIZATION AND PLANNING:</b>						
1. Course syllabus clearly communicates policies, expectations assignments, grading, attendance, etc., for the course.	1	2	3	4	N/A	IS
2. Syllabi indicated a thought-out presentation of knowledge and skills.	1	2	3	4	N/A	IS
3. Has up-to-date course records, i.e., attendance, assignments.	1	2	3	4	N/A	IS

Comments:

**CLASSROOM ENVIRONMENT:**

1. Teaching materials, aids and equipment are available prior to start of class.	1	2	3	4	N/A	IS
2. Has handouts available (if needed).	1	2	3	4	N/A	IS
3. Lighting in room is appropriate.	1	2	3	4	N/A	IS
4. Desk/furnishings are appropriate.	1	2	3	4	N/A	IS
5. Room arrangement is appropriate to class goals.	1	2	3	4	N/A	IS
6. Room temperature is acceptable.	1	2	3	4	N/A	IS

Comments:

**INSTRUCTIONAL DELIVERY:**

1. Begins and ends sessions on time.	1	2	3	4	N/A	IS
2. Defines or reviews lesson objectives at start of class.	1	2	3	4	N/A	IS
3. Defines new terms, concepts, and principles.	1	2	3	4	N/A	IS
4. Presents clear, relevant examples.	1	2	3	4	N/A	IS
5. Instructional visual aids are related to class objectives.	1	2	3	4	N/A	IS

6. Visual handouts are readable and useful.	1	2	3	4	N/A	IS
7. Presents material in a logical sequence.	1	2	3	4	N/A	IS
8. Involves students as appropriate for class objectives.	1	2	3	4	N/A	IS
9. Holds the attention of the students.	1	2	3	4	N/A	IS
10. Encourages questions and discussion of material.	1	2	3	4	N/A	IS
11. Speaks in manner that can be heard clearly.	1	2	3	4	N/A	IS
12. Does not exhibit distracting mannerisms.	1	2	3	4	N/A	IS
13. Summarizes at conclusion of class.	1	2	3	4	N/A	IS

Comments:

**PROFESSIONAL CONDUCT:**

1. Respects student opinions and suggestions.	1	2	3	4	N/A	IS
2. Welcomes students' questions with a positive manner.	1	2	3	4	N/A	IS
3. Communicates openness and genuine interest in students.	1	2	3	4	N/A	IS
4. Dresses and behaves in a manner that serves as a positive role model.	1	2	3	3	N/A	IS

Comments:

**AREAS/ISSUES REQUIRING IMPROVEMENT:**

**AREAS OF STRENGTH:**

**SUGGESTIONS FOR FACILITATING GROWTH IN CLASSROOM TEACHING:**