

NAME _____ TITLE _____ DEPT./DIV. _____
 DATE _____ OBSERVER _____ TITLE _____
 CLASS & SECTION _____ NAME OF COURSE _____

INSTRUCTION TO OBSERVER:

This form is designed for both narrative comment and check off in appropriate boxes. Each item must be checked off. It is recommended that specific instances and examples be cited in the narrative at the end of each section. The narrative portion should be used to make specific comments and to explain items checked.

VI. A. General Perceptions: **Must** be completed and should be as specific as possible.

The following guidelines are suggested to the observer in determination of rating.

Excellent: Outstanding performance; no modifications recommended.
Good: Highly acceptable performances; minor modifications recommended.
Fair: Minimally acceptable level of performance; substantial modifications recommended.
Unsatisfactory: Unacceptable performance; numerous and major modifications necessary.

I. CONTENT:

E	G	F	U	N/A

Knowledge of subject matter _____

Comment on the above:

II. METHODOLOGY:

- A. Preparation for lesson _____
- B. Clarity of presentation _____
- C. Appropriateness of presentation _____
- D. Clarity of lesson goals _____
- E. Achievement of goals _____
- F. Ability to stimulate and focus discussion _____
- G. Ability to frame thought-provoking questions _____
- H. Ability to respond to questions _____
- I. Ability to vary style _____

Comment on the above:

III. ORGANIZATION:

- A. Logical sequence of instruction _____
- B. Development of a cogent design _____
- C. Ability to gauge pacing _____
- D. Provision for summary or evaluation _____

E	G	F	U	N/A

Comment on the above:

IV. STUDENT DYNAMICS:

- A. Ability to stimulate students to interact _____
- B. Student awareness of what is happening _____
- C. Responsiveness to student needs _____
- D. Respect for students _____
- E. Adaptations of methodology to accommodate individual differences _____
- F. Individual and active involvement of students in the learning process _____
- G. Existence of a learning culture in the classroom _____
- H. Evidence of student learning _____

Comment on the above:

V. ABILITY TO COMMUNICATE:

- A. Appropriate vocabulary _____
- B. Ability to draw analogies and/or analyze _____
- C. Ability to explain difficult concepts _____
- D. Quality of voice _____
- E. Speech pattern _____

Comment on the above:

VI. GENERAL PERCEPTIONS:

A. General Assessment of the Class (include here any factors not previously mentioned.)
Include specific suggestions to improve instruction.

B. Problem external to instruction (e.g., room conditions, unusual problems in course content, etc.)

SIGNATURE OF EMPLOYEE

SIGNATURE OF OBSERVER

DATE

DATE

This is a “**SATISFACTORY**” Observation

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This is an “**UNSATISFACTORY**” Observation

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