



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services
Evaluation: Observation of Instruction Form – Online Class



(The observation of instruction form is required and must be forwarded to the supervisor)

(Please Print)

Instructor observed:

Class observed: _____
(course/subject) (number) (section)

The instructor has presented a syllabus and related materials that clearly stem from the course outline of record: Yes No

- Assignments and materials relate to objectives and content on the outline of record
- Methods of evaluation and grading standards relate to the outline of record

Date of observation: ___/___/___ Time of observation: _____

How many students are participating in the most recent significant assignment? _____

(Please Print)

Evaluator: _____ **Date:** ___/___/___

I have read and received a copy of this observation of instruction. *

Instructor signature: _____ **Date:** ___/___/___

Evaluator signature: _____ **Date:** ___/___/___

*** The instructor being observed has the right to append a statement to this observation of instruction.**

Divided into five short sections, including space for a narrative response at the end, this instructional observation form provides a guide to the evaluator observing a colleague's instruction.

Note: In all sections, there is no minimum or maximum number of items that "should" be checked. Please check "N/A" where the item is not applicable to the type of instruction observed.

Please review the entire form before observing instruction.

SECTION I: INFORMATION DELIVERY

What were the primary concept / process / skill / event presented during the observed unit / chapter?

Note: No minimum or maximum number of items “should” be checked.

The instructor presented the lesson in an organized, logical manner. Yes No

Comments:

The instructor related the lesson to what has come before and what will follow. Yes No

Comments:

The instructor provided background information to create a basis or a context for understanding the primary concept / processes / skill / event presented in lesson observed. Yes No

Comments:

The instructor provided examples, definitions, and explanations, of concepts / processes / skills / events. Yes No

Comments:

The instructor described / modeled strategies for questioning, predicting, verifying, inferring, interpreting, and / or reasoning.

Yes No

Comments:

Other observations with respect to information delivery: (Note: also see Section IV for additional specific instructional strategies.)

SECTION II: STUDENT – FACUTLY INTERACTION

Note: No minimum or maximum number of items “should” be checked.

The instructor helped students apply / use new concepts / processes / skills. Yes No

Comments:

The instructor helped students monitor their application of concepts / strategies. Yes No

Comments:

The instructor answered student questions in a timely manner. Yes No

Comments:

The instructor encouraged student participation, questions, and feedback. Yes No

Comments:

Other student – faculty interactions observed. (Note: also see Section IV for additional specific instructional strategies.)

The instructor, when appropriate, encouraged student-to-student interaction. Yes No

Comments:

The instructor provided individual attention / assistance to students. Yes No

Comments:

SECTION III: ONLINE CLASSROOM ENVIRONMENT

Note: No minimum or maximum number of items “should” be checked.

Students were generally engaged. Yes No

Comments:

Students performed assigned tasks. Yes No

Comments:

Students participated in discussions. Yes No

Comments:

Students asked questions. Yes No

Comments:

Students asked for assistance. Yes No

Comments:

Other observations:

SECTION IV: ADDITIONAL SPECIFIC INSTRUCTIONAL STRATEGIES OBSERVED

Recognizing students' diverse abilities and learning styles, the instructor integrated into instruction, when appropriate:

Note: No minimum or maximum number of items “should” be checked.

Please respond only to items relevant to the instruction observed.

Strategies observed reference to assigned text. Yes No

Comments:

Strategies observed student use of technology: (e.g., word processing, internet research, email, discussion groups, educational software) Yes No

Comments:

Strategies observed students were provided links with additional resources for the course.
 Yes No

Comments:

Strategies observed application of multiple approached to a problem or an issue. Yes No

Comments:

Strategies observed upgraded, anonymous classroom assessments; questions to focus lecture or discussion; summaries of classroom information, etc. Yes No

Comments:

Strategies observed process demonstration: (e.g., how to form research questions, how to center the clay, etc...) Yes No

Comments:

Strategies observed task simulation, role-playing: (e.g., put the blood pressure cuff on your partner; debate slavery and the Constitution as if you were...) Yes No

Comments:

Strategies observed process of small group work. Yes No

Comments:

Other observations:

SECTION V: EVALUATOR NOTES AND SUMMARY COMMENTS

Please check one and summarized below:

Satisfactory

Needs Improvement

Unsatisfactory

Please describe at least one observed teaching strategy and one delivery method observed. For example, what did you observe to indicate the instructor helped students apply new concepts/processes/skills? This is also the space for elaborating on the observation of instruction, noting strengths and suggestions related to the contract's standards for instruction and excellence in working with students, including accomplishing the course outline. This is also the space to include a summary of Student Response to Instruction.

Summary Comments (Attach extra sheets if necessary)