

Report of Classroom Visit

Faculty Member: _____

Evaluator: _____

Course and Section: _____

Date: _____ Hour: _____

I. Interview Prior to Class Period

(Person visiting class will complete Part 1 in an interview with the instructor)

1. What will be the learning objective for this class session?

2. What teaching techniques will be used?

3. Are any parts of this class presentation new or innovative for this instructor?

4. On which aspects of teaching does the instructor wish the evaluator to make special comments? (For example, effective lecture, skill in getting class to participate in discussion, use of AV resources, demonstration of skills learned by students, etc.)

II. Report of Class Visit

1. Communication Skills:

Did the instructor communicate well (orally) with the class members? _____

Comments: _____

Did the instructor do an effective job of visual communication through posture, gestures, use of learning aids such as maps, chalkboard, etc.? _____

Comments: _____

2. Content, Presentation, Organization:

Was the class presentation and activity organized so as to be understandable and easy to follow? _____

Comments: _____

Did the instructor appear to be knowledgeable in the subject area and well-prepared for this class sessions?

Comments: _____

Was the presentation such that the student could determine what the learning object was and what he was expected to understand? _____

Comments: _____

3. Attitude/Rapport:

Did the instructor demonstrate an attitude of helpfulness and responsiveness to the students and at the same time maintain a suitable professional relationship? _____

Comments: _____

4. Lecture Presentation:

Did the instructor present material effectively while holding student's attention? _____

Comments: _____

5. Class Discussion Presentation:

Did the instructor succeed in drawing students into the discussion and manage that discussion? _____

Comments: _____

6. Use of Audiovisual Or Other Materials:

Did the instructor use AV aids effectively? _____

Comments: _____

7. Class Activity (discussion groups, projects, reports):

Was activity well-organized and managed? _____ Was class time used effectively? _____

Comments: _____

8. Other Learning Activity (describe and comment): _____

III. Summary Comments:

A. Instructor's strengths: _____

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B. Evaluator's Suggestions for Follow-Up and Improvements: _____

C. Instructor's Comments on evaluation and follow-up plans: _____

Signed:

Evaluator: _____

Date: _____

Instructor: _____

Date: _____

Revised 9/2004