Please refer to Article 10F.3g. when filling out this form.

(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. <mark>*</mark>

Instructor signature: _____ **Date:** ____/____/____

Evaluator signature: _____ **Date:** ____/____/____

<mark>*** The instructor being observed has the right to append a statement to this observation.**</mark>

Divided into five 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 "Not Applicable" 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   ☐ Not Applicable

Comment(s):

The instructor related the lesson to what has come before and what will follow.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

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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   ☐ Not Applicable

Comment(s):

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The instructor provided examples, definitions, and explanations of concepts/processes/skills/events.

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

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

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

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

SECTION II: STUDENT – FACULTY INTERACTION

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

The instructor helped students apply/use new concepts/processes/skills.

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

The instructor helped students monitor their application of concepts/strategies.

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

The instructor answered student questions in a timely manner.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

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The instructor encouraged student participation, questions, and feedback.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

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The instructor, when appropriate, encouraged student-to-student interaction.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

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The instructor provided individual attention/assistance to students.

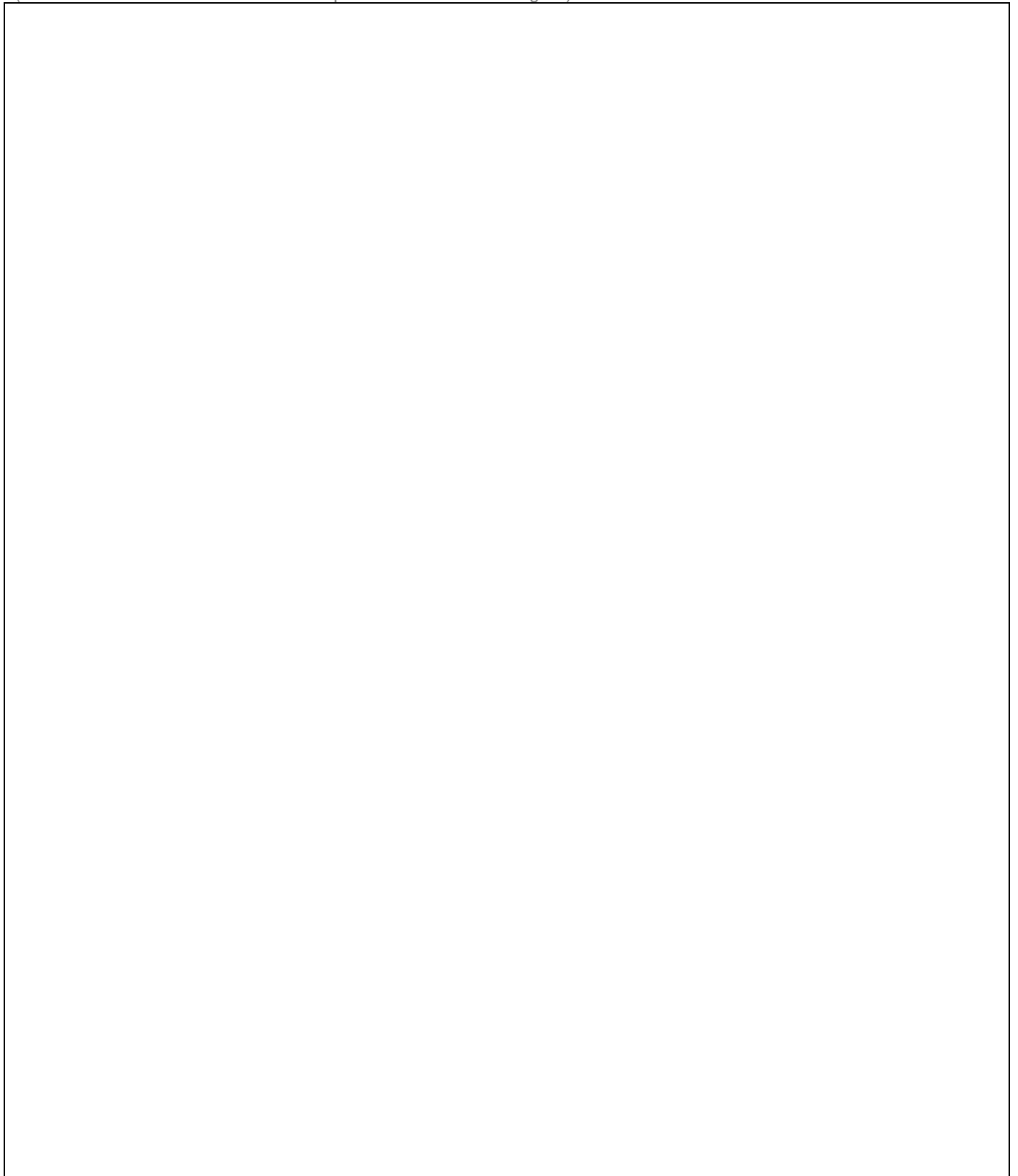☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

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

SECTION III: ONLINE CLASSROOM ENVIRONMENT

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

Students were generally engaged.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

Students performed assigned tasks.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

Students participated in discussions.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

Students asked questions.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

Students asked for assistance.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s)*:*

[blank comment box]

Other observations:

[blank observations box]

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 included reference to assigned text.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

Strategies observed included student use of technology
(e.g., word processing, internet research, email, discussion groups, educational software).

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

Strategies observed included students who were provided links with additional resources for the course.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

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Strategies observed included application of multiple approaches to a problem or an issue.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

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Strategies observed included ungraded, anonymous classroom assessments; questions to focus lecture or discussion; summaries of classroom information, etc.

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

Strategies observed included process demonstration (e.g., how to form research questions, how to center the clay, etc.).

☐ Yes   ☐ No   ☐ Not Applicable

Comment(s):

Strategies observed included task simulation, role-playing, etc.
(e.g., put the blood pressure cuff on your partner; debate slavery and the Constitution as if you were…).

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

Strategies observed included process of small group work.

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

Other observations:

SECTION V: EVALUATOR NOTES AND SUMMARY COMMENTS

Please check one and summarized below:

❏ Satisfactory   ❏ Unsatisfactory   ❏ Needs Improvement

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)

SECTION VI: APPROPRIATE ADMINISTRATOR'S SUMMARY – OVERALL EVALUATION RATING (PART-TIME FACULTY ONLY) *

This is the space for the appropriate Administrator to provide a final summary and overall evaluation on **Part-time Faculty only** based on the applicable contractual faculty standards.*

Summary Comments (Attach extra sheets if necessary)

Discuss the Part-time Faculty member's participation in Professional Responsibilities as described below:

18I.7c.1 Participate in program and subject area improvement tasks such as creating and assessment of Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs), program review, and curriculum development.

*Articles 14F.3, 14G.4, 14H.3, and 15G.2 provide for appropriate Administrator review addressing Faculty Standards for Contract and Regular Faculty.

Reference: Article 14B.3, 14F.2b, 14F.3, 14G.4, 14H.3, 14I.3, 15B.3, 15F.2a, 15F.2a2, 15G.2, 18I.1c – Faculty Collective Bargaining Agreement