

Formal Observation Record



(For Faculty Observations Only)

This formal evaluation is a supervisor's assessment of classroom instruction. Formal observations should be announced at least one week in advance.

Employee's Name _____ Position: _____

Evaluator's Name _____ Position: _____

Today's Date: _____ Time of Observation: _____

	Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	N / A
A.. Uses a variety of instructional strategies to encourage students' critical and creative thinking, problem solving, and performance skills					
B. Creates an active learning environment through effective teaching strategies that encourage participatory engagement in learning, positive intellectual interactions and student ownership of the learning					
C. Provides evidence of student learning through tangible results (i.e., student work, exit exam results, portfolios, projects, performances, etc.)					
D. Demonstrates effective use of technology to augment instruction					
E. Demonstrates effective questioning techniques that encourage students to think and respond critically					
F. Demonstrates effective teaching approaches in a laboratory setting					
G. Creates a student-centered learning climate that supports the positive development of students					
H. Students were required to demonstrate their understanding of what was being taught.					
I. Rapport with students was established and positive.					
J. Topic of presentation was well organized and delivered in a logical sequence.					
K. Teacher demonstrated enthusiasm for the topic and had a strong grasp of the subject being taught					

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Employee's Name: [REDACTED] Position: Dev. Math Instructor
 Evaluator's Name: [REDACTED] Position: Academic Dean
 Today's Date: 5-2-07 Time of Observation: 5:20 PM

	Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	NA
A. Uses a variety of instructional strategies to encourage students' critical and creative thinking, problem solving, and performance skills			✓		
B. Creates an active learning environment through effective teaching strategies that encourage participatory engagement in learning, positive intellectual interactions and student ownership of the learning			✓		
C. Provides evidence of student learning through tangible results (i.e., student work, exit exam results, portfolios, projects, performances, etc.)				✓	
D. Demonstrates effective use of technology to augment instruction				✓	
E. Demonstrates effective questioning techniques that encourage students to think and respond critically					
F. Demonstrates effective teaching approaches in a laboratory setting					
G. Creates a student-centered learning climate that supports the positive development of students				✓	
H. Students were required to demonstrate their understanding of what was being taught.			✓		
I. Rapport with students was established and positive.				✓	
J. Topic of presentation was well organized and delivered in a logical sequence.					✓
K. Teacher demonstrated enthusiasm for the topic and had a strong grasp of the subject being taught				✓	

4 [REDACTED]
 I want you to work on limiting distractions. You are the distraction.
 I will need to come back for a second or third visit.

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Employee's Name: [Redacted] Position: Dev. English Instructor

Evaluator's Name: [Redacted] Position: Academic Dean

Today's Date: 5.2.07 Time of Observation: 9:30 AM

	Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	
A.. Uses a variety of instructional strategies to encourage students' critical and creative thinking, problem solving, and performance skills				✓+	
B. Creates an active learning environment through effective teaching strategies that encourage participatory engagement in learning, positive intellectual interactions and student ownership of the learning				✓+	
C. Provides evidence of student learning through tangible results (i.e., student work, exit exam results, portfolios, projects, performances, etc.)				✓	
D. Demonstrates effective use of technology to augment instruction				✓	
E. Demonstrates effective questioning techniques that encourage students to think and respond critically				✓	
F. Demonstrates effective teaching approaches in a laboratory setting					✓
G. Creates a student-centered learning climate that supports the positive development of students				✓	
H. Students were required to demonstrate their understanding of what was being taught.				✓	
I. Rapport with students was established and positive.				✓	
J. Topic of presentation was well organized and delivered in a logical sequence.				✓+	
K. Teacher demonstrated enthusiasm for the topic and had a strong grasp of the subject being taught				✓	

*Put request in to move screen up and centered on wall.

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General Observation Notes:

Lesson was timely and organized. Instructor prepared students for their final exam; this was very effective. Dr. Monti's use of Blackboard is exceptional. Use of a prompt example was brilliant and does work to prepare students for the final. This was a great technique to use. Providing and highlighting a checklist proved to be a ~~great~~ ^{good} strategy. I loved the furniture analogy.

Recommendations:

Avoid standing in front of your screen. ~~avoid~~ position your laptop so you can center yourself in the middle of the class. Or, use a pointer. As you lectured, you did step away from the screen, great!

Teacher's Response to Comments (optional):

* Instructor is performing on the Master Teachers level. [REDACTED] would benefit from attending the Master Teacher seminar this week.

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Evaluator's Name: [Redacted] Position: Academic Dean

Today's Date: 5.2.07 Time of Observation: 9:30 AM

	Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	
A.. Uses a variety of instructional strategies to encourage students' critical and creative thinking, problem solving, and performance skills				✓+	
B. Creates an active learning environment through effective teaching strategies that encourage participatory engagement in learning, positive intellectual interactions and student ownership of the learning				✓+	
C. Provides evidence of student learning through tangible results (i.e., student work, exit exam results, portfolios, projects, performances, etc.)				✓	
D. Demonstrates effective use of technology to augment instruction				✓	
E. Demonstrates effective questioning techniques that encourage students to think and respond critically				✓	
F. Demonstrates effective teaching approaches in a laboratory setting					✓
G. Creates a student-centered learning climate that supports the positive development of students				✓	
H. Students were required to demonstrate their understanding of what was being taught.				✓	
I. Rapport with students was established and positive.				✓	
J. Topic of presentation was well organized and delivered in a logical sequence.				✓+	
K. Teacher demonstrated enthusiasm for the topic and had a strong grasp of the subject being taught				✓	

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Recommendations:

Avoid standing in front of your screen. ~~avoid~~ position your laptop so you can center yourself in the middle of the class. Or, use a pointer. As you lectured, you did step away from the screen, great!

Teacher's Response to Comments (optional):

* Instructor is performing on the Master Teachers level. [REDACTED] would benefit from attending the Master Teacher seminar this week.

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General Observation Notes:

██████████ is an excellent instructor. Upon entrance in his class he was assisting students. He is only making one major error that concerns me.

Recommendations:

I have mentioned this to ██████████ before. He needs to recognize that holding conversations across the class and tutoring (loudly) is a distraction to his students. I really need him to work on this. It is a concern. Keep conversations low. I even noticed that his students were talking loud when they were working with him.

Teacher's Response to Comments (optional):

Go to students ... circulate. Ho too
in class!!!

If I were a student in this class, it would frustrate me. The learning environment is too loud. Ouch!

Why does the wife class have to hear this?

"I'm proud of you ... are you going to remember me when you start making money." "Ms. Scarborough how are you doing over there?"

11:20-

- When I walked in, all students were working and Mr. Means was assisting a student.
- The class was quiet and all students were on task.
- Keep volume down so not to interrupt others.
- Visiting student's ID was checked + student did sign-in
- When tutoring/assisting student, don't take the period from the student -
Try methods like, "Now... you walk me thru. the process."

Notebooks: Evidence of student work was confirmed. Student notebooks are being tracked. Some students, however, did have disorganized notebooks.

Lower speaking volume.

Students give the instructor an "A" in terms of his responsiveness to their questions.

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