**Sterling College - Classroom Observation Evaluation Form**

**PRIOR TO THE OBSERVATION**

* Contact faculty member or adjunct instructor to arrange a date for the observation.
* Try to plan the observation a week in advance. Let the faculty member know you will use the observation form located under Faculty Resources on mySterling (Advising Tab).
* Complete the top part of the observation form using the faculty member’s information.
* Ask the faculty member to provide a brief outline of the expectations for the day prior to the visit.

Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide a copy of the syllabus. Describe how this lesson helps meet course outcomes:

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List the objective(s) for the day, and how they connect to the course objectives:

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How will you (the instructor) know if students are meeting the objectives?

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**DURING THE OBSERVATION**

* Arrive a few minutes prior to the start of class. Ask the faculty member where they would like you to be seated.
* Use the observation form, making notes as appropriate for each category.
* Observe the full class period, whenever possible. Note arrival and departure times.
* Thank the faculty member for his/her work, and arrange a follow-up meeting to occur within five working days.

**Observer arrived at \_\_\_\_\_\_\_\_\_\_\_ and left at \_\_\_\_\_\_\_\_\_\_ (times)**

Rating Scale: 1-Unacceptable/Poor

2-Minimal/Below Expectations

3-Adequate/Met Expectations

4-Very Good/More than Met Expectations

5-Outstanding/Far Exceeded Expectations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The Instructor:** | **1** | **2** | **3** | **4** | **5** |
| demonstrated knowledge of the course subject. |  |  |  |  |  |
| followed the overall daily plan as outlined. |  |  |  |  |  |
| made full use of the instructional materials provided (course guide, textbooks, etc.). |  |  |  |  |  |
| effectively facilitated the in-class learning process (organized, keeping class on task and on schedule, managing student participation, etc.) |  |  |  |  |  |
| taught in an engaging manner. |  |  |  |  |  |
| ensured students were engaged in the classroom. |  |  |  |  |  |
| used various methods of instruction (power point, small groups, etc.). |  |  |  |  |  |
| encouraged asking questions and expressing ideas, thoughts, and opinions. |  |  |  |  |  |

**The instructor openly shared his or her Christian faith and values, especially in relation to this course subject.**  (Circle yes or no. If yes, describe what was observed.)

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| --- |
| Yes / No |

**Describe the delivery method and class activities:** (boxes will expand)

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**Was it evident that the instructor addressed the objective(s) of the day?**

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**General comments:**

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**Highlights of this class (outstanding course materials, unique learning activities, assignments, discussions, etc.):**

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**Suggestions for improving this instructor’s effectiveness are:**

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**FOLLOWING THE OBSERVATION**

* Meet with the faculty member to discuss the evaluation. Clarify any questions, discuss highlights and suggestions for improving.
* Sign the observation evaluation form, have the faculty member sign the observation form.
* Make a copy of the form for the faculty member.
* Submit all paperwork to the VPAA’s office.

**This observation was reviewed together by the parties below.**

**Additional comments from the observer:**

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**Additional comments from the faculty member:**

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Observing faculty’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Instructor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_