

Face to Face Observation Form

Instructor Name: _____

Observer Name: _____

Course/Section: _____

Date to observe: _____

Pre-Observation Meeting

- ✓ Suggested meeting time is up to 45 minutes for the pre-observation meeting, especially for an observer from another discipline. In discipline observer may be able to complete information by phone or email.
- ✓ Review course syllabus and calendar, semester activity outline, class demographics, and any other information to help the observer understand the type of class and any special challenges associated with it.

Categories	Met	Needs work	Not Met	Comments
Review course syllabus learning objectives				
Review course calendar activities match learning objectives				
Syllabus states the timeline of when the instructor will provide feedback on activities				

Classroom Planning

Planning	Ratings during observation (please circle)			Comments during/following observation:
Lesson Plan:				1- Not Observed 2- Needs More Emphasis 3- Accomplished Very Well
Which learning objectives will be covered, what activities have you planned, what are your backup plans for additional review, and how do these activities support the course goals?				
1)	1	2	3	
2)	1	2	3	
3)	1	2	3	
4)	1	2	3	

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Provisional faculty members should provide observer with the class session objectives and information about how the session links to preceding and future sessions, along with planned teaching strategies to be used. This will help the observer focus on the areas the provisional faculty member wishes to be observed.

Classroom Observation

Suggested time of observation is at least half the length of the class

1- Not Observed 2-Needs More Emphasis 3-Accomplished Very Well

Categories	Rating			Comments:
	1	2	3	
Defines objectives for the class presentation during class	1	2	3	
Effectively organizes learning situations to meet the class objectives	1	2	3	
Uses instructional methods encouraging student participation in the learning	1	2	3	
Includes technology where appropriate	1	2	3	
Uses class time effectively	1	2	3	
Demonstrates enthusiasm for the subject matter.	1	2	3	
Communicates clearly and effectively to the level of the students.	1	2	3	
Explains important ideas simply and clearly	1	2	3	
Demonstrates command of subject matter	1	2	3	
Responds appropriately to student questions and comments	1	2	3	
Encourages critical thinking and analysis	1	2	3	
Comments:				

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Post-Observation Meeting

Instructor Name: _____

Observer Name: _____

Course/Section: _____

Date Observed: _____

General Classroom Observations:

What are the instructor's strengths?

How could the instructor improve the face to face session?

Observer: I have discussed my observations and suggestions with this instructor:

Signature

Date

Provisional Faculty: I have reviewed this evaluation. Any comments I have regarding the observer's ratings and observations are listed on the back of this report.

Signature

Date