

Adjunct Faculty Pre-Observation Form

Colleague,

Thank you for giving me the opportunity to visit your class. Classroom observations are intended to be supportive and to generate conversation about teaching effectiveness. The Pre-Observation Form invites you to articulate your classroom objectives and methods of assessment and provides me with a sense of what your priorities and intentions are. Please take a few moments to complete the form and return it to me with a copy of your course syllabus no later than 24 hours prior to the scheduled visit.

Thanks!

Mark Collins, Ed.D.

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Faculty:

Course and Section:

Enrollment:

Date / Time / Location:

- 1. What are your objectives for this class session?
- 2. What activities have you planned for this class session?
- 3. How will I know if your students have grasped the objectives for this class?
- 4. What would you like me to know about this group of students?
- 5. What else would you like me to know about this class?

College of DuPage
CLASSROOM OBSERVATION FORM

Faculty Member:	Date of Visit:
Evaluator:	Evaluator's Position:

CLASSROOM OBSERVATION

A. Subject Matter Competence	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Uses appropriate examples and illustrations						
2. Presents information that is current, up-to-date, and applicable to real-life situations.						
3. Accurately answers student questions						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

B. Media and Materials	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Supplementary materials (e.g., handouts) are prepared and ready for use in class						
2. Supplementary materials (e.g., handouts) are neat and legible						
3. Supplementary materials (e.g., handouts) are related to the learning objectives						
4. Uses media (e.g., videotape) that complement (rather than supplant) other parts of the learning process						
5. Audiovisual materials are clearly audible and/or visible						
6. Uses media and/or materials on the basis of their potential to cause student learning						
7. Uses media and/or materials that stimulate student interest in the course content						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

C. Learning Objectives	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Clearly identifies learning objectives either orally and/or visually						
2. Learning objectives are presented early enough in the class period to guide student learning						
3. Learning objectives are consistent with the course objectives as stated in the syllabus						
4. States learning objectives in terms of measurable student outcomes						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

D. Student Engagement and Methods	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Uses teaching methods that engage students to achieve learning objectives						
2. Uses teaching methods that elicit responses from students						
3. Encourages students to express their ideas and opinions						
4. Positively reinforces student participation						
5. Allows students time to formulate responses to questions						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

E. Communication	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Communicates in clear, correct and precise language						
2. Demonstrates oral English language proficiency						
3. Speaks distinctly with sufficient volume and appropriate speed						
4. Uses vocabulary appropriate to content and class level						
5. Uses engaging tone of voice						
6. Uses appropriate body language						
7. Maintains eye contact with students						
8. Reminds students of assignment due dates						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

F. Organization	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Presents information in a way that permits note taking						
2. Presentation of material has a logical flow						
3. Sufficient time is allotted to meet the learning objectives						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

G. Flexibility/Responsiveness	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Adjusts behavior to meet new situations						
2. Deals effectively with crisis						
3. Welcomes differences in viewpoints						
4. Varies presentation in instructional techniques to accommodate varied learning styles						
5. Maintains a classroom climate respectful of differences in people						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

H. Classroom Management	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Manages class time efficiently						
2. Deals effectively with disruptive student behavior						
3. Works to keep student attention focused on learning activities						
4. Displays courtesy and respect for students						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

I. Summarizing	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Reviews learning activities to reinforce the learning objectives						
2. Provides opportunity for students to ask questions and give feedback about what was learned						
3. Provides assignments for the next lessons(s) and learning objectives						
4. Previews the next class meeting						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

J. Lab (for appropriate classes)	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
1. Laboratory is prepared and ready for student use						
2. Laboratory experiences meet the learning objectives						
3. Stresses safety precautions						
4. Explains the proper handling of environmentally hazardous material						
5. Laboratory demonstrations are well planned, organized and presented						
6. Provides adequate attention and feedback to each student						
Comments: (Required for Disagree and Strongly Disagree ratings; all comments encouraged)						

POST-CLASSROOM OBSERVATION CONFERENCE

Evaluator's Comments:

Instructor's Reaction to Evaluation:

SIGNATURES

Evaluator's Signature:

Date:

Instructor's Signature:

Date:

Original: Personnel File

Copy: Adjunct Faculty Member

Copy: Dean/Administrator