Division of Mathematics and Sciences
Class Visitation for Part-Time Faculty
Semester: Spring, 2014

Instructor	Class	Meeting Time	Room #

Scheduled Observation Date	CRN #	Student Survey			
		Complete	☐	Scheduled	

Content of Lesson	
- Information presented is accurate and consistent with course outline and/or syllabus.	- Directly relates instruction to established objective.
- Sets objectives which are clear, identifiable, and at an appropriate instructional level.	- Student Learning Outcome is identified either verbally or via syllabus.
- Is knowledgeable and competent in subject area.	
Examples/Comments:	

Class Management and Organization	
- Displays an efficient use of class time	- Pace of presentation is appropriate
- Demonstrates adequate pre-planning and preparation (handouts, room set up, etc.)	- Prepares and motivates students for the lesson
- Follows dates in course outline/syllabus	- Introduction and conclusion of topics
- Treatment of late comers	- Management of grading issues/records
Examples/Comments:	

Communication
- The instructor maintains appropriate eye contact with the class.
- The instructor's general attitude toward students is positive and enthusiastic.
- Verbal expressions and verbal demeanor set a tone for a classroom environment that promotes the learning process.
- Displays an appropriate interaction with audience (responsiveness of students)
- Demonstrates a clarity and organization of verbal and written material.
- Presents a professional image.
Examples/Comments:

Teaching Effectiveness	
-Creativity in presentation	-Lesson is delivered clearly and is easy to understand.
-Listens attentively and gives explanations to students with clarity and in a non-threatening manner	-Displays a variety of teaching practices (lecture, group work, presentations, etc.)
-Encourages student participation by inviting questions, allowing students to problem-solve, or encourages feedback during class session.	-Gives practical, timely, and appropriate examples related to content being presented.
-Shows an ability to maintain student interest.	-Embellishes lecture/discussion by providing relevant information from sources other than textbook, if appropriate
-Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication with class members.	-Checks to make sure students understand what is being taught and adjusts if necessary.
-Material is presented at the appropriate level for students.	
Examples/Comments:	

Student Involvement and Interaction	
Are students actively taking notes?	Are students asking questions?
Do students display attentive listening?	Are students actively involved in learning activities?
Examples/Comments:	

Additional Comments/Recommendations:

Evaluator: _____

Karen Koos, Dean of Mathematics and Sciences Date