

INSTRUCTOR OBSERVATION CRITERIA

(Use the following criteria to guide you in determining a rating for the classroom observations)

1. Announced and met class session outcomes				
0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Did not have introduction or closing	___ Introduced class session	___ Introduced and closed class session ___ Stated daily outcomes	___ Introduced and closed class session ___ Stated daily outcomes ___ Used additional reinforcement, i.e. handouts, overhead, demonstrations, etc.

2. Appeared adequately prepared for class				
0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Did not bring needed materials into class session.	___ Read from textbook only (lecture) ___ No additional reinforcement of concepts or ideas presented	___ Lecture material prepared from textbook or related sources ___ Materials presented in an organized manner and based on session outcomes ___ Presented main points ___ Used relevant examples or experiences to explain concepts or ideas	___ Lecture material prepared from textbook or related sources ___ Materials presented in an organized manner and based on session outcomes ___ Presented main points ___ Used relevant examples or experiences to explain concepts or ideas ___ Presented teaching materials in innovative way (e.g.: multimedia, costumes, drama, demonstrations, actual components, etc)

3. Demonstrated content-area knowledge				
0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Made incorrect statements or factual errors ___ Not able to respond to students' questions	___ Made unclear statements ___ Answered students' questions but no supporting details	___ Answered students' questions and provided supporting details ___ Explained terminology or concepts accurately ___ Made no incorrect statements or factual errors	___ Answered students' questions and provided supporting details ___ Explained terminology or concepts accurately ___ Included additional supporting content from expert sources beyond textbook

4. Presented material in a clear, understandable, and organized manner				
0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Presented material in incoherent manner	___ Presented material coherently and sequentially but did not reinforce it	___ Presented material coherently, sequentially and reinforced it ___ Encouraged student interaction	___ Presented material coherently, sequentially and reinforced it ___ Encouraged student interaction ___ Promoted critical thinking

5. Motivated students to ask questions and participate in classroom activities				
0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Showed up, conducted class	___ Showed up, conducted class ___ Students participated only when questioned by instructor	___ Showed up, conducted class ___ Allowed time for students to respond to questions ___ Provided positive feedback to students ___ Students participated when questioned by instructor as well as on their own	___ Showed up, conducted class ___ Allowed time for students to respond to questions ___ Provided positive feedback to students ___ Students participated when questioned by instructor as well as on their own and with each other ___ Encouraged classroom interaction ___ Addressed students by name

6. Made class session stimulating and interesting				
0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Lectured in a monotone voice ___ Did not explain material ___ 10% of the class participated in class discussion or activities	___ Lectured in a monotone voice ___ Explained relevance of lecture material but did not check for student understanding ___ 20% of the class participated in class discussion or activities	___ Used at least two teaching techniques, e.g. lecture, visual aids (handouts, overhead transparencies, etc), group discussion, etc. ___ Communicated with appropriate voice inflection and projection as well as eye contact ___ Explained importance of lecture material and checked for student understanding ___ 50% of the class participated in class activities, i.e. including note taking, active listening, asking questions	___ Used three or more teaching techniques, e.g. lecture, visual aids (handouts, overhead transparencies, video, computer technology, etc.), group discussion, etc. ___ Communicated with appropriate voice inflection and projection as well as eye contact ___ Explained importance of lecture material and checked for student understanding ___ 70% of the class participated in class activities, i.e. including note taking, active listening, asking questions ___ Made material relevant to other courses ___ Made material relevant to real world situations

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7. Adapted teaching methods to meet individual student needs

0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Utilized only one teaching modality	___ Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is heard and seen	___ Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is heard and seen ___ Checked for student comprehension ___ Used individual and/or group activities	___ Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is heard and seen ___ Checked for student comprehension ___ Used individual and/or group activities ___ Directed students to use fine motor skills for practice and retention and/or to promote critical thinking skills

8. Maintained classroom climate conducive to learning

0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Did not interact with students ___ Demonstrated no classroom management skills	___ Asked questions of students but provided answers prior to students' responses ___ Maintained eye contact with students in only one section of the classroom ___ Demonstrated inadequate classroom management skills	___ Either student or instructor initiated questions and discussion ___ Maintained eye contact with students throughout the classroom ___ Provided sufficient time for student responses ___ Demonstrated adequate classroom management skills	___ Both student and instructor initiated questions and discussion ___ Maintained eye contact with students throughout the classroom ___ Provided sufficient time for student responses ___ Demonstrated efficient classroom management skills

9. Used effective communication skills				
0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Presented instruction incoherently with no logical sequence ___ Presented instruction in an inaudible tone and pitch ___ Wrote illegibly on board or overhead ___ Maintained no eye contact with students	___ Presented instruction coherently and in logical sequence ___ Presented instruction in an audible tone and pitch ___ Wrote illegibly on board or overhead ___ Maintained eye contact with few students	___ Presented instruction coherently and in logical sequence ___ Presented instruction in an audible tone and pitch ___ Wrote legibly on board or overhead ___ Maintained eye contact with most students ___ Used appropriate course vocabulary ___ Questioned students for understanding ___ Used closed and open questioning	___ Presented instruction coherently and in logical sequence ___ Presented instruction in an audible tone and pitch ___ Wrote legibly on board or overhead ___ Maintained eye contact with all students ___ Used appropriate course vocabulary ___ Questioned students for understanding ___ Used closed and open questioning ___ Used interactive activities ___ Used real world or other examples ___ Encouraged critical thinking ___ Reviewed material prior to class ending

10. Showed interest, concern, and respect for students				
0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Did not acknowledge students in class	___ Acknowledged students in class as a whole but not individually (i.e. welcome or greeting only)	___ Acknowledged students in class by name ___ Used positive reinforcement ___ Provided responses to student questions ___ Actively listened to students ___ Acknowledged differences of opinion where appropriate	___ Acknowledged 50% or more of the students in class by name ___ Used positive reinforcement ___ Provided timely responses to student questions ___ Actively listened to students ___ Encouraged differences of opinion where appropriate