

APPENDIX E

PART TIME-FACULTY CLASSROOM OBSERVATION

Instructor : _____ Site Location & Room: _____
 Course: _____ CRN _____ Visit _____
 : _____ Date/Time: _____

Description of classroom activity (method/topic): _____
 Number of Students present: _____

KEY: S = Satisfactory N = Needs Improvement N/A = Not Applicable or Not Observed

Instructional Assessment	S	N	N/A	Comments
1. Up-to-date knowledge of the subject				
2. Preparation and organization of material				
3. Clarity of presentation				
4. Use of instructional techniques and aids to stimulate class interest				
5. Ability to move smoothly from one topic or classroom activity to another				
6. Effective rapport with students				
7. Encouragement of student participation (as appropriate)				
8. Enthusiasm of instructor				
9. Observation of beginning/ending of class as scheduled and/or appropriate class breaks				
10. Classroom management/enforcement of college policies				
11. Review of Syllabus (contains learning outcomes, grading scheme/course requirements, absence policy, special needs statement, office/appointment hours, how to contact instructor, course description, textbook and other required materials)				

ASSESSMENT: Satisfactory Needs Improvement

Additional Comments: _____