

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ DEPT./DIV. \_\_\_\_\_  
 DATE \_\_\_\_\_ OBSERVER \_\_\_\_\_ TITLE \_\_\_\_\_  
 CLASS & SECTION \_\_\_\_\_ ""NAME OF COURSE \_\_\_\_\_

**INSTRUCTION TO OBSERVER:**

This form is designed for both narrative comment and check off in appropriate boxes. Each item must be checked off. It is recommended that specific instances and examples be cited in the narrative at the end of each section. The narrative portion should be used to make specific comments and to explain items checked.

**VI. A. General Perceptions:** **Must** be completed and should be as specific as possible.

The following guidelines are suggested to the observer in determination of rating.

- Excellent:** Outstanding performance; no modifications recommended.
- Good:** Highly acceptable performances; minor modifications recommended.
- Fair:** Minimally acceptable level of performance; substantial modifications recommended.
- Unsatisfactory:** Unacceptable performance; numerous and major modifications necessary.

**I. CONTENT:**

E	G	F	U	N/A

Knowledge of subject matter \_\_\_\_\_

**Comment on the above:**

**II. METHODOLOGY:**

A. Preparation for lesson _____				
B. Clarity of presentation _____				
C. Appropriateness of presentation _____				
D. Clarity of lesson goals _____				
E. Achievement of goals _____				
F. Ability to stimulate and focus discussion _____				
G. Ability to frame thought-provoking questions _____				
H. Ability to respond to questions _____				
I. Ability to vary style _____				

**Comment on the above:**

**III. ORGANIZATION:**

- A. Logical sequence of instruction \_\_\_\_\_
- B. Development of a cogent design \_\_\_\_\_
- C. Ability to gauge pacing \_\_\_\_\_
- D. Provision for summary or evaluation \_\_\_\_\_

E	G	F	U	N/A

**Comment on the above:**

**IV. STUDENT DYNAMICS:**

- A. Ability to stimulate students to interact \_\_\_\_\_
- B. Student awareness of what is happening \_\_\_\_\_
- C. Responsiveness to student needs \_\_\_\_\_
- D. Respect for students \_\_\_\_\_
- E. Adaptations of methodology to accommodate individual differences \_\_\_\_\_
- F. Individual and active involvement of students in the learning process \_\_\_\_\_
- G. Existence of a learning culture in the classroom \_\_\_\_\_
- H. Evidence of student learning \_\_\_\_\_


**Comment on the above:**

**V. ABILITY TO COMMUNICATE:**

- A. Appropriate vocabulary \_\_\_\_\_
- B. Ability to draw analogies and/or analyze \_\_\_\_\_
- C. Ability to explain difficult concepts \_\_\_\_\_
- D. Quality of voice \_\_\_\_\_
- E. Speech pattern \_\_\_\_\_


**Comment on the above:**

**VI. GENERAL PERCEPTIONS:**

**A. General Assessment of the Class (include here any factors not previously mentioned.)  
Include specific suggestions to improve instruction.**

**B. Problem external to instruction (e.g., room conditions, unusual problems in course content, etc.)**

\_\_\_\_\_  
**SIGNATURE OF EMPLOYEE**

\_\_\_\_\_  
**SIGNATURE OF OBSERVER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

This is a “**SATISFACTORY**” Observation.

This is an “**UNSATISFACTORY**” Observation