

APPENDIX E
ILLINOIS VALLEY COMMUNITY COLLEGE
TENURED LABORATORY INSTRUCTOR
OBSERVATION FORM

Faculty member:	
Evaluator:	
Date Form Completed:	
Review Period:	
Course and Section	

Please place a mark next to the response that best describes the classroom observation in each area.

EE = Exceeds Expectations

ME = Meets Expectations – The Faculty Member is doing his/her job well.

DN = Does Not Meet Expectations

DNO = Did not have occasion to observe

***Each section must include a written comment.**

Observation Criteria	EE	ME	DN	DNO
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Subject Matter

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Demonstrates knowledge of the subject. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Demonstrates knowledge of current trends in the field. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Evidence exists that course syllabus will be completed as scheduled. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Observation Criteria**EE ME DN DNO****Teaching Techniques**

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 4. Presents well prepared material in an organized manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Adjusts methods to the range of abilities and varied learning styles of the students. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Uses classroom time effectively. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Makes explanations logical and understandable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Has classroom objectives that are consistent with the course syllabus. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Uses teaching methods that are clearly related to meeting the learning objectives. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Uses supplementary materials that are applicable to the class objectives. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Uses informal assessment techniques to determine if students understand the material covered. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Students are engaged, comfortably, in active learning. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Encourages student to apply knowledge or skills to real world situations or other academic areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Observation Criteria**EE ME DN DNO****Student Expectations / Assessment**

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 14. Evidence exists of clear and appropriate expectations of the students. (ex. Outside assignments, exams, papers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Student progress is evaluated on a regular basis using multiple measures of assessment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Faculty Member completed Observation Form

Faculty Member Comments (Optional):