

The Community College of Baltimore County
CLASSROOM OBSERVATION REPORT

PURPOSE: The purpose of this instrument is two-fold. It will be used by observers to evaluate faculty in the classroom and also to provide feedback that will support and enhance faculty's performance as learning facilitators.

Name _____ Rank _____ Observation Date _____

Subject _____ Class _____ Room No. _____

Announced or Unannounced _____ Requested by Division Dean or Faculty Member _____

Division _____ Date of Pre-Observation Conference _____

Observer _____ Number of Students Present _____

Directions: Using the following rating scale, respond to the sections below. Within each section, use the blank space after each item to indicate additional observations, to clarify any item marked, as "needs improvement," and to highlight outstanding or unique presentation techniques. There is a comment area at the end of each section. Use that to summarize and make additional comments on that section as needed.

3 = Exceeds satisfactory
 2 = Satisfactory

1 = Needs improvement
 N/A = Not applicable

A. COURSE ORGANIZATION AND PLANNING:

Circle One

- | | | | | |
|--|---|---|---|-----|
| 1. The instructor's explanation of course requirements | 3 | 2 | 1 | N/A |
| 2. The instructor's preparation for each class period. | 3 | 2 | 1 | N/A |
| 3. The instructor's command of the subject matter. | 3 | 2 | 1 | N/A |
| 4. The instructor's use of class time. | 3 | 2 | 1 | N/A |
| 5. The instructor's way of summarizing or emphasizing important points in class. | 3 | 2 | 1 | N/A |

SUMMARY COMMENTS ON COURSE ORGANIZATION AND PLANNING:

B. COMMUNICATION:

		Circle One		
1. The instructor's ability to make clear and understandable presentations.	3	2	1	N/A
2. The instructor's command of spoken English (or the language used in the course).	3	2	1	N/A
3. The instructor's use of examples or illustrations to clarify course material.	3	2	1	N/A
4. The instructor's enthusiasm for the course material.	3	2	1	N/A

SUMMARY COMMENTS ON COMMUNICATION:

C. FACULTY/STUDENT INTERACTION:

		Circle One		
1. The instructor's helpfulness and responsiveness to students.	3	2	1	N/A
2. The instructor's respect for students.	3	2	1	N/A
3. The instructor's concern for student progress.	3	2	1	N/A
4. Instructor encouraged appropriate student participation.	3	2	1	N/A

SUMMARY COMMENTS ON FACULTY/STUDENT INTERACTION:

D. ASSIGNMENTS AND ASSESSMENTS

		Circle One		
1. The instructor's comments on assignments and exams.	3	2	1	N/A
2. The helpfulness of assignments in understanding course material.	3	2	1	N/A

SUMMARY COMMENTS ON ASSIGNMENTS AND ASSESSMENTS

E. Learning College Methods

Circle One

- | | | | | |
|--|---|---|---|-----|
| 1. Supplementary instructional methods were appropriate and effective. | 3 | 2 | 1 | N/A |
| 2. The helpfulness of assignments in understanding course material. | 3 | 2 | 1 | N/A |

_____ Faculty member exceeds acceptable standards.

_____ Faculty member meets acceptable standards.

_____ Faculty member does not meet acceptable standards.

F. OVERALL EVALUATION: (Describe what took place in class. What worked particularly well? What suggestions would you make to the instructor?)

Signature of Observer _____ Date _____

Signature of Faculty Member _____ Date _____