***CHARLES E. SCHMIDT COLLEGE OF SCIENCE
Instructional Observation Form***

**Instructor’s Name:**

**Department or Division**:
**Date and Time of Observation**:

**Course name and Section:**

Prior to the in-class observation, the instructor will provide the following to the reviewer:

1. A copy of the course syllabus.
2. A copy of a recent test and quiz.
3. Statement of grading policy and the mechanism for feedback of results to students.
4. Statement of office hours.

***DIRECTIONS: Please check one response for each indicator and provide comments.***

**Response Code: Strongly Agree (1) Agree (2) Neutral (3) Disagree (4) Strongly Disagree (5) Not Applicable**

**A. CLARITY**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. The instructor speaks and articulates clearly.**  |  |  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments :**   |

|  |  |
| --- | --- |
| **2. The instructor writes clearly and/or uses technology effectively**.  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments:**  |

|  |  |  |
| --- | --- | --- |
| **3. The instructor’s thinking is organized and logical.**  |  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments :** . |
|  |

|  |  |  |
| --- | --- | --- |
| **4. The lecture is well organized and structured appropriately.**  |  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments:** T |

**B. CONNECTION WITH STUDENTS**

|  |
| --- |
| **5. The instructor makes good personal connection with students, e.g., through eye contact.**  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments**:  |

|  |  |
| --- | --- |
| **6. The instructor is willing to listen to students’ questions and opinions.**  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments:**  |

|  |  |  |
| --- | --- | --- |
| **7. The instructor encourages students to think for themselves.**  |  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments:**  |

|  |  |
| --- | --- |
| **8. The instructor seems interested in teaching and was enthusiastic.**  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments:**  |

|  |  |  |
| --- | --- | --- |
| **9. The instructor stimulates interest in the course.**  |  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments:**  |

**C. PROFESSIONALISM**

|  |  |  |  |
| --- | --- | --- | --- |
| **10. The instructor is well prepared.**  |  |  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments:**  |

|  |  |  |
| --- | --- | --- |
| **11. The instructor shows respect and concern for the students.**  |  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments :**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **12. The instructor uses class time effectively.**  |  |  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments:**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **13. The instructor maintains discipline in class.**  |  |  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments:**  |

|  |  |
| --- | --- |
| **14. The instructor demonstrates a deep knowledge of the subject matter.**  |  |
| STRONGLY AGREE  | AGREE  | NEUTRAL  | DISAGREE  | STRONGLY DISAGREE  | NOT APPLICABLE  |
| **Comments**:  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **15. Overall rating of the instructor.**  |  |  |  |  |
| EXCELLENT (1)  | VERY GOOD (2)  | GOOD (3)  | FAIR (4)  | POOR (5)  |
|  |  |

**D. SUMMARY**

**Summary statement regarding the Instructor’s overall performance**. Many factors must be considered in the evaluation of instruction. Faculty should be allowed to take into account the size of the class, the material being presented and their own personality designing the style of presentation of the material. Although it may be vogue to utilize the latest technology in our classrooms, it often depersonalizes the presentations. In some courses, technology such as powerpoint is an invaluable aid to presentation, however, it can also be a detriment. In the worst cases, instructors utilize canned presentations provided by publishers and read the slide to the class. Student questions are discouraged as they “slow down the flow” of the presentation. It was refreshing to attend this lecture where students are taught to think and express themselves.

THIS OBSERVATION WAS PREPARED BY: H. Jay Lyons, Ph.D.
Signature of Instructor: Date:
Signature of Observer: Date:

**A copy of this page must be given to the Instructor as evidence of a peer-review of teaching and for inclusion in any tenure or promotion portfolio.**