**Pueblo Community College**

**Class Observation Report Form**

**General Directions:** The Classroom Observation is part of the comprehensive evaluation process to be conducted every year for non-provisional faculty and at least every year for provisional faculty. The supervisor and faculty/instructor will determine which class or classes will be observed. They may meet prior to the observation to determine which practices shall be observed

**Pre-observation Directions:** At the pre-observation meeting (if held), the Faculty/Instructor and Supervisor should consider discussing which subjects will be covered and determine which practices will be observed for each factor (Focus and Organization of Presentation, Methods of Engaging Students with the Material, and Classroom Rapport and Climate). Other pre-observation topics may include how learning will be assessed and any specific areas the Faculty/Instructor wishes to be observed.

**Observation:** The supervisor should be introduced to the class. Using the Observation Form, the supervisor will check which factors were observed and make notes regarding positives and/or negative observations. The supervisor should not be interacting with the instructor or students during the observation.

**Post-observation Directions:** After the classroom observation is completed, the supervisor shall meet to review the ratings and comments with the faculty/instructor. Absent extenuating circumstances, the post-observation meeting shall be held within two days or as soon as possible after the classroom observation takes place.

Additional classroom observations or student evaluations may be requested at any time if the supervisor and/or faculty/instructor deem them necessary.

Each supervisor will evaluate faculty/instructors who teach under more than one supervisor.

Faculty:

Course/Section:

Number of Students Enrolled:

Date/Time:  Observer’s Name:

[ ]  Scheduled Observation [ ]  Unscheduled Observation (check one)

**Learning Units or Learning Modules**

|  |  |
| --- | --- |
| **Type of Teaching observed:****(check all that apply)** | **Comments** |
| [ ]  Lecture | Click or tap here to enter text. |
| [ ]  Discussion |
| [ ]  Demonstration |
| [ ]  Collaborative Learning |
| [ ]  Individual Instruction |
| [ ]  Other (describe): |

|  |  |
| --- | --- |
| **Focus and Organization:** | **Comments** |
| [ ]  Has planned the lesson well with clear learning objectives. | Click or tap here to enter text. |
| [ ]  Prepares and delivers the lesson professionally. |
| [ ]  Shows knowledge and mastery of content |
| [ ]  Attempts to integrate one or more of the critical skills (reading, writing, computation, group interaction, critical thinking, and valuing diversity). |
| [ ]  Utilizes a variety of teaching strategies |
| [ ]  Clearly defines expectations and student responsibilities |
| [ ]  Summarizes at the end of lessons(s) to reinforce students’ conceptual understanding of the subject. |
| [ ]  Other (describe): |

|  |  |
| --- | --- |
| **Methods of Engaging Students with the Material** | **Comments** |
| [ ]  Creates a healthy balance between support and challenge for students. | Click or tap here to enter text. |
| [ ]  Uses techniques that actively engage learners. |
| [ ]  Encourages student communication and participation  |
| [ ]  Promotes student learning by effective use of creative methods or materials |
| [ ]  Shows awareness of student reactions and adjusts instruction accordingly. |
| [ ]  Demonstrates applications of the lesson for real-world, future, academic or personal purposes |
| [ ]  Other (describe): |

|  |  |
| --- | --- |
| **Classroom Rapport and Climate** | **Comments** |
| [ ]  Demonstrates positive rapport/interaction with the class. | Click or tap here to enter text. |
| [ ]  Uses teaching styles that engage students in learning |
| [ ]  Interacts with student with professionalism, courtesy, respect, and patience.  |
| [ ]  Exhibits a positive attitude about students’ ability to learn and encourages students to develop a positive self-concept. |
| [ ]  Shows an awareness of special needs and displays an ability to deal with exceptional students. |
| [ ]  Provides supervision and active classroom management during the class/lab. |
| [ ]  Other (describe): |

OTHER COMMENTS: Click or tap here to enter text.

STRENGTHS: Click or tap here to enter text.

AREAS FOR IMPROVEMENT: Click or tap here to enter text.

SPECIFIC RECOMMENDATIONS TO IMPROVE TEACHING EFFECTIVENESS:

Click or tap here to enter text.

Observer’s Signature: Date:

Faculty’s Signature: Date: