**MCC Instructor Observation Form**

Instructor Name Date

Class Location

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| *Instructional Delivery* | | | |
| 1. Announced and met class session outcomes *Not Observed* | | | |
| 1  Not Acceptable | 2  Needs Improvement | 3  Meets Expectations | 4  Exceeds Expectations |
| Did not have introduction or closing | Introduced class session | Introduced and closed class session | Introduced and closed class session |
| Did not take roll | Took role but not thoroughly | Stated daily outcomes | Stated daily outcomes |
|  | Taking roll impacted/used too much class time. | Took roll | Used additional reinforcement, i.e. handouts, overhead, demonstrations, etc. |
|  |  |  | Taking roll did not impact class |

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| 2. Motivated students to ask questions and participate in classroom activities | | | *Not Observed* |
| 1  Not Acceptable | 2  Needs Improvement | 3  Meets Expectations | 4  Exceeds Expectations |
| Showed up, conducted class | Showed up, conducted class | Showed up, conducted class | Showed up, conducted class |
|  | Students participated only when questioned by instructor | Allowed time for students to respond to questions | Allowed time for students to respond to questions |
|  |  | Provided positive feedback to students | Provided positive feedback to students |
|  |  | Encouraged student interaction | Encouraged student interaction |
|  |  | Students participated when questioned by instructor as well as on their own | Students participated when questioned by instructor as well as on their own |
|  |  |  | Encouraged classroom interaction |
|  |  |  | Addressed students by name |
|  |  |  | Used Bb as supplemental discussion |

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| 3. Showed interest, concern, and respect for students *Not Observed* | | | |
| 1  Not Acceptable | 2  Needs Improvement | 3  Meets Expectations | 4  Exceeds Expectations |
| Did not acknowledge students in class | Acknowledged students in class as a whole but not individually (i.e. welcome or greeting only) | Acknowledged students in class by name | Acknowledged 50% or more of the students in class by name |
|  |  | Used positive reinforcement | Used positive reinforcement |
|  |  | Provided responses to student questions | Provided timely responses to student questions |
|  |  | Actively listened to students | Actively listened to students |
|  |  | Acknowledged differences of opinion where appropriate | Encouraged differences of opinion where appropriate |

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| 4. Made class session stimulating and interesting *Not Observed* | | | |
| 1  Not Acceptable | 2  Needs Improvement | 3  Meets Expectations | 4  Exceeds Expectations |
| Lectured in monotone voice | Lectured in monotone voice | Used at least two teaching techniques, e.g. lecture, visual aids, (handouts, overhead,etc), group discussion etc. | Used at least three teaching techniques, e.g. lecture, visual aids, (handouts, overhead,video, computer technology etc), group discussion etc. |
| Did not explain material | Explained relevance of lecture material but did not check for student understanding | Communicated with appropriate voice inflection and projection as well as eye contact | Communicated with appropriate voice inflection and projection as well as eye contact |
| 10% of the class participated in class discussion or activities | 20% of the class participated in class discussion or activities | Explained importance of lecture material and checked for student understanding | Explained importance of lecture material and checked for student understanding |
|  |  | 50% of the class participated in class activities, i.e. including note taking, active listening, asking questions | 70% of the class participated in class activities, i.e. including note taking, active listening, asking questions |
|  |  |  | Made material relevant to other courses |
|  |  |  | Made material relevant to real world situations |
|  |  |  | Sought input from students to connect relevance |

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| 5. Used effective communication skills *Not Observed* | | | |
| 1  Not Acceptable | 2  Needs Improvement | 3  Meets Expectations | 4  Exceeds Expectations |
| Presented instruction incoherently with no logical sequence | Presented instruction coherently and in logical sequence | Presented instruction coherently and in logical sequence | Presented instruction coherently and in logical sequence |
| Presented instruction in an inaudible tone and pitch | Presented instruction in an audible tone and pitch | Presented instruction in an audible tone and pitch | Presented instruction in an audible tone and pitch |
| Wrote illegibly on board or overhead | Wrote illegibly on board or overhead | Wrote legibly on board or overhead | Wrote legibly on board or overhead |
| Maintained no eye contact with students | Maintained eye contact with few students | Maintained eye contact with most students | Maintained eye contact with all students |
|  |  | Used appropriate course vocabulary | Used appropriate course vocabulary |
|  |  | Questioned students for understanding | Questioned students for understanding |
|  |  | Used closed and open questioning | Used closed and open questioning |
|  |  |  | Used interactive activities |
|  |  |  | Used real world or other examples |
|  |  |  | Encouraged critical thinking |
|  |  |  | Reviewed material prior to class ending |

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| *Instructional Design* | | | |
| 6. Appeared adequately prepared for class *Not Observed* | | | |
| 1  Not Acceptable | 2  Needs Improvement | 3  Meets Expectations | 4  Exceeds Expectations |
| Did not bring needed materials into class session | Read from textbook only (lecture) | Lecture material prepared from textbook or related sources | Lecture material prepared from textbook or related sources |
|  | No additional reinforcement of concepts or ideas presented | Materials presented in an organized manner and based on session outcomes | Materials presented in an organized manner and based on session outcomes |
|  |  | Presented main points | Presented main points |
|  |  | Used relevant examples or experiences to explain concepts or ideas | \_ Used relevant examples or experiences to explain concepts or ideas |
|  |  | Basic understanding of how to use and troubleshoot technology used | Presented teaching materials in innovative way (e.g.; multimedia, costumes, drama, demonstrations, actual components , etc) |
|  |  |  | Stated objectives and summarized |

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| 7. Presented material in a clear, understandable, and organized manner *Not Observed* | | | |
| 1  Not Acceptable | 2  Needs Improvement | 3  Meets Expectations | 4  Exceeds Expectations |
| Presented material in incoherent manner | Presented material coherently and sequentially but did not reinforce it | Presented material coherently, sequentially and reinforced it | Presented material coherently, sequentially and reinforced it |
|  |  | Encouraged student interaction | Encouraged student interaction |
|  |  |  | Promoted critical thinking |
|  |  |  | Used Bb as a supplement |

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| 8. Maintained classroom climate conducive to learning *Not Observed* | | | |
| 1  Not Acceptable | 2  Needs Improvement | 3  Meets Expectations | 4  Exceeds Expectations |
| Did not interact with students | Asked questions of students but provided answers prior to students' responses | Either student or instructor initiated questions and discussion | Both student and instructor initiated questions and discussion |
| Demonstrated no classroom management skills | Maintained eye contact with students in only one section of the classroom | Maintained eye contact with students throughout the classroom | Maintained eye contact with students throughout the classroom |
|  | Demonstrated inadequate classroom management skills | Provided sufficient time for student responses | Provided sufficient time for student responses |
|  |  | Demonstrated adequate classroom management skills | Demonstrated efficient classroom management skills |

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| 9. Adapted teaching methods to meet individual student needs *Not Observed* | | | |
| 1  Not Acceptable | 2  Needs Improvement | 3  Meets Expectations | 4  Exceeds Expectations |
| Utilized only one teaching modality | Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is seen and heard | Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is seen and heard | Utilized appropriate instructional strategies through the use of auditory and visual transmission,  e.g. instruction is seen and heard |
|  |  | Checked for student comprehension | Checked for student comprehension |
|  |  | Used individual and/or group activities | Used individual and/or group activities |
|  |  |  | Directed students to use fine motor skills for practice and retention and/or to promote critical thinking skills |

Instructor's Signature

Date

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| *Content Expertise* | | | |
| 10. Demonstrated content-area knowledge *Not Observed* | | | |
| 1  Not Acceptable | 2  Needs Improvement | 3  Meets Expectations | 4  Exceeds Expectations |
| Made incorrect statements or factual errors | Made unclear statements | Answered students' questions and provided supporting details | Answered students' questions and provided supporting details |
| Not able to respond to students' questions | Answered students' questions but no supporting details | Explained terminology or concepts accurately | Explained terminology or concepts accurately |
|  |  | Made no incorrect statements or factual errors | Included additional supporting content from expert sources beyond textbook |
|  |  |  | Presented up-to-date resources related to content |

Observer's Signature

Date

Signature does not necessarily indicate agreement with the contents of this observation but verifies that I have read it and had the opportunity to discuss the contents with the evaluator.

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| **Survey Item** | **Rating** | | | | |
| 1. Announced and met class session outcomes | **N/O** | **1** | **2** | **3** | **4** |
| 2. Motivated students to ask questions and participate in classroom activities | **N/O** | **1** | **2** | **3** | **4** |
| 3. Showed interest, concern, and respect for students | **N/O** | **1** | **2** | **3** | **4** |
| 4. Made class session stimulating and interesting | **N/O** | **1** | **2** | **3** | **4** |
| 5. Used effective communication skills | **N/O** | **1** | **2** | **3** | **4** |
| 6. Appeared adequately prepared for class | **N/O** | **1** | **2** | **3** | **4** |
| 7. Presented material in a clear, understandable, and organized manner | **N/O** | **1** | **2** | **3** | **4** |
| 8. Maintained classroom climate conducive to learning | **N/O** | **1** | **2** | **3** | **4** |
| 9. Adapted teaching methods to meet individual student needs | **N/O** | **1** | **2** | **3** | **4** |
| 10. Demonstrated content-area knowledge | **N/O** | **1** | **2** | **3** | **4** |

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| **Composite Scoring** | **Average** |
| Instructional Delivery (Items 1-5) |  |
| Instructional Design (Items 6-9) |  |
| Content (Item 10) |  |