**MCC Instructor Observation Form**

Instructor Name Date

Class Location

|  |
| --- |
| *Instructional Delivery* |
| 1. Announced and met class session outcomes *Not Observed* |
| 1Not Acceptable | 2Needs Improvement | 3Meets Expectations | 4Exceeds 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 |

|  |  |
| --- | --- |
| 2. Motivated students to ask questions and participate in classroom activities | *Not Observed* |
| 1Not Acceptable | 2Needs Improvement | 3Meets Expectations | 4Exceeds 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 |

|  |
| --- |
| 3. Showed interest, concern, and respect for students *Not Observed* |
| 1Not Acceptable | 2Needs Improvement | 3Meets Expectations | 4Exceeds 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 |

|  |
| --- |
| 4. Made class session stimulating and interesting *Not Observed* |
| 1Not Acceptable | 2Needs Improvement | 3Meets Expectations | 4Exceeds 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 |

|  |
| --- |
| 5. Used effective communication skills *Not Observed* |
| 1Not Acceptable | 2Needs Improvement | 3Meets Expectations | 4Exceeds 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 |

|  |
| --- |
| *Instructional Design* |
| 6. Appeared adequately prepared for class *Not Observed* |
| 1Not Acceptable | 2Needs Improvement | 3Meets Expectations | 4Exceeds 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 |

|  |
| --- |
| 7. Presented material in a clear, understandable, and organized manner *Not Observed* |
| 1Not Acceptable | 2Needs Improvement | 3Meets Expectations | 4Exceeds 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 |

|  |
| --- |
| 8. Maintained classroom climate conducive to learning *Not Observed* |
| 1Not Acceptable | 2Needs Improvement | 3Meets Expectations | 4Exceeds 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 |

|  |
| --- |
| 9. Adapted teaching methods to meet individual student needs *Not Observed* |
| 1Not Acceptable | 2Needs Improvement | 3Meets Expectations | 4Exceeds 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

|  |
| --- |
| *Content Expertise* |
| 10. Demonstrated content-area knowledge *Not Observed* |
| 1Not Acceptable | 2Needs Improvement | 3Meets Expectations | 4Exceeds 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.

|  |  |
| --- | --- |
| **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** |

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