

MCC Instructor Observation Form

Instructor Name _____ Date _____

Class _____ Location _____

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 roll 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*

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

3. Showed interest, concern, and respect for students				<i>Not Observed</i>
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	

4. Made class session stimulating and interesting				<i>Not Observed</i>
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	

5. Used effective communication skills			<i>Not Observed</i>
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

<i>Instructional Design</i>			
6. Appeared adequately prepared for class			<i>Not Observed</i>
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

7. Presented material in a clear, understandable, and organized manner				<i>Not Observed</i>
1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations	
<input type="checkbox"/> Presented material in incoherent manner	<input type="checkbox"/> Presented material coherently and sequentially but did not reinforce it	<input type="checkbox"/> Presented material coherently, sequentially and reinforced it	<input type="checkbox"/> Presented material coherently, sequentially and reinforced it	
		<input type="checkbox"/> Encouraged student interaction	<input type="checkbox"/> Encouraged student interaction	
			<input type="checkbox"/> Promoted critical thinking	
			<input type="checkbox"/> Used Bb as a supplement	

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

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

<i>Content Expertise</i>			
10. Demonstrated content-area knowledge			<i>Not Observed</i>
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

Instructor'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)	