



OZARKS TECHNICAL COMMUNITY COLLEGE

Classroom Observation Form - Seated

Observed Instructor's Name:

Course Name:

Date/Time:

Observer's Name:

RATING DEFINITIONS

Exceptional -- Exceeds expectations

Fair -- Marginally acceptable, needs improvement

Good -- Meets expectations

Inadequate -- Does not meet criteria

1. Clear communication	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> The Instructor demonstrates subject area knowledge. Subject matter is current and taught at an appropriate level. Concepts presented are clear and accurate. Oral and/or written communications are appropriate with regards to subject concept being taught. Lesson plan is organized and logical. Transitions are managed effectively. 	Comments (Strengths, things to work on)					

2. Helpful and responsive	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> The instructor responds in a timely manner to student questions. Responses are friendly, polite and positive. The instructor displays a willingness to return to difficult topics or meet with students outside of class. Instructor brainstorms solutions to student difficulties. 	Comments (Strengths, things to work on)					

3. Effective planning & assessment	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> The instructor demonstrates thoughtful preparation and planning. Activities are well-suited for the content and planned to maximize learning. Instructor anticipates difficult topics and supports student understanding. Students have opportunities to assess their own learning. Instructor reviews content as appropriate and assess that students gained knowledge, skills or abilities. 	Comments (Strengths, things to work on)					



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4. Positive learning environment	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> The instructor creates a learning environment that is safe and inclusive. Students are allowed to express different views and values regarding course content as appropriate. Students are encouraged to engage with their teacher, peers. The instructor demonstrates enthusiasm for the subject and the art of instruction. Students are called on by name. 	Comments (Strengths, things to work on)					

5. Effective teaching methodologies	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> Instructor uses appropriate activities to promote student interaction with the course material, the instructor, and/or each other. Instructor uses multiple teaching methods to accommodate all learners. The instructor adapts the lesson, as appropriate, when students have difficulty. Instructor provides opportunities for students to assume responsibility for their own learning and to develop appropriate skills for further learning. <i>Active learning must be present to score above 3. Active learning refers to a broad range of teaching strategies beyond the traditional lecture which engage students as active participants in their learning during class time.</i> 	Comments (Strengths, things to work on)					

6. Follows college expectations	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> Records and reports attendance following college's procedures. Begins and dismisses class on time. The course gradebook is kept up-to-date. Maintains an accurate and current syllabus. Presents a professional, yet approachable, demeanor. Maintains a level of personal appearance according to college policy. 	Comments (Strengths, things to work on)					

7. Overall Observation	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
	Comments (Strengths, things to work on)					



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Observation Total Score: _____

- Exceeds expectations: 32-35 points
- Sometimes exceeds expectations: 28-31 points
- Meets expectations: 23-27 points
- Sometimes meets expectations: 18-22 points
- Does not meet expectations: Less than 17 points

*A score of **Inadequate (0)** in any one category results in an overall maximum score of 17 points.

Student course feedback	Instructor Percent	Target
Q1. Did the instructor communicate in a clear and understandable manner?		Above 85%
Q2. Was the instructor helpful and responsive to students?		Above 85%
Q3. Did you gain knowledge, skills or ability from this instructor's course?		Above 85%
Q4. Did the instructor create a positive learning environment?		Above 85%
What works? (as identified by students on the course evaluations)		
What doesn't work? (as identified by students on the course evaluations)		

Supervisor Signature: _____ Date: _____
 Program Director, Department Chair or Dean

Instructor Signature: _____ Date: _____
 The instructor has received and read this document. Signature does not imply instructor's agreement with the evaluation.

Additional Comments by the Instructor: