Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Time of Observation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of students present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose:** The purpose of this learning environment observation is to provide information to highlight the faculty’s teaching strengths and to improve faculty performance.

**PRE-OBSERVATION**

At least one week before an observation, the faculty member will meet with the Observer to review the form and discuss the following aspects of the upcoming learning environment visit.

**To be completed by Faculty Member**

|  |  |
| --- | --- |
| What is / are the goal(s) of the class? |  |
| What is the format of the class? |  |
| What do you hope to learn from the learning environment observation experience? |  |
| Are there learning environment issues the instructor wants the observer to look for and address |  |

**To be completed by Observer**

|  |  |
| --- | --- |
| What do you hope to learn from the learning environment observation experience? |  |
| Are there learning environment issues you specifically be looking for and address? |  |
| Which of the observations are not applicable to this particular class |  |

**Instructions:** The observer should remain in the learning environment for the full class period or a minimum of 50 minutes. The observer will evaluate the faculty using the criteria listed according to the rating scale:

1. demonstrated consistently throughout the class observed
2. demonstrated on one or more occasions in the class observed, but not in a consistent or systematic way
3. not demonstrated in the class observed

Comments on areas of particular strength and areas in need of improvement should be noted. The Observer and faculty should provide overall summaries of the class and identify follow-up actions.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Structure and Organization**
 | **1** | **2** | **3** |
| Relates the objectives of class to prior learning and the course as a whole |  |  |  |
| Provides an overview of class topics and content |  |  |  |
| Clearly transitions from one topic to next |  |  |  |
| Wraps up class with summary of main points |  |  |  |
| Provides direction to students on expected follow-up activities |  |  |  |
| Notes |
| 1. **Content**
 | **1** | **2** | **3** |
| Presents content with logical sequencing and development |  |  |  |
| Presents content which is accurate and consistent |  |  |  |
| Illustrates points with analogies, examples and/or cases  |  |  |  |
| Expands on points to answer students’ questions  |  |  |  |
| Communicates clearly and effectively to the level of the students. |  |  |  |
| Notes |
| 1. **Delivery and Activities**
 | **1** | **2** | **3** |
| Selects learning activities to engage students with content |  |  |  |
| Adapts pacing of delivery and learning activities to students’ capabilities |  |  |  |
| Varies activities and learning experiences to maintain interest |  |  |  |
| Speaks clearly and audibly with variation in tone and inflection |  |  |  |
| Uses technology to enhance learning activities |  |  |  |
| Uses body language and eye contact to maintain student attention |  |  |  |
| Notes |
| 1. **Learning environment Management**
 | **1** | **2** | **3** |
| Establishes and maintains expectations of learning environment behavior |  |  |  |
| Makes effective use of space and resources |  |  |  |
| Is aware of behavior and level of engagement in learning environment as a whole |  |  |  |
| Is inclusive and encourages participation by all students |  |  |  |
| Promotes respect for students’ diversity and individuality |  |  |  |
| Notes |

**POST-OBSERVATION SUMMARY AND FEEDBACK**

|  |  |
| --- | --- |
| **Observer Summary:**What went well in the class? What could have been better? | **Faculty Summary:**What went well in the class? What could have been better? |
| **Action Plan** |
| Observer signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | Faculty signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |