

# EMPLOYEE EVALUATION APPENDIX A

## Classroom Observation Form

Instructor's name \_\_\_\_\_ Date \_\_\_\_\_

Course title \_\_\_\_\_ Observation Number \_\_\_\_\_

### Observed activities

**Yes No**

- \_\_\_\_\_ Preliminary observations
- \_\_\_\_\_ Instructor arrived on time
- \_\_\_\_\_ Class ran for required period of time

#### A. Learning environment descriptions

- \_\_\_\_\_ Student attentiveness
- \_\_\_\_\_ Instructor encouragement of participation
- \_\_\_\_\_ Instructor interaction with students
- \_\_\_\_\_ Ability to present material to maintain student interest
- \_\_\_\_\_ Teaching techniques used
- \_\_\_\_\_ Quality of classroom environment
- \_\_\_\_\_ Extent to which syllabus reflects observed class activity
- \_\_\_\_\_ Appropriateness of any AV materials used
- \_\_\_\_\_ Relation of class to previous and future classes

#### B. Knowledge

- \_\_\_\_\_ Preparation of instructor for class
- \_\_\_\_\_ Depth of knowledge of subject matter
- \_\_\_\_\_ Clarity of instructor in discussion of materials and answering questions

#### C. Summary

- Strengths
- Suggestions
- Instructor response

Evaluator \_\_\_\_\_

**NOTE:** This form can be accessed at K:\AllStaffForms\Academic Programs\Evaluation\Classroom Observation form.doc  
(12/6/00)