



In-Person Course Observation Form

In order to develop and maintain a high standard of teaching excellence, it is necessary for faculty to be reviewed periodically and be provided with meaningful formative feedback. The observations play a role in the annual review process similar to that of student in that information from the observation may be included as part of the evidence of teaching quality, but the form itself will not be submitted as part of the annual review documentation.

Name of faculty member being reviewed:

Semester/Year:

Date of observation:

Course observed:

Name of reviewer:

Note: The 1/2/3/NA scale should be interpreted in the following manner:

1. 1 = Needs improvement in this area
2. 2 = Good
3. 3 = Exemplary
4. NA = Not applicable or no relevant observations

Basic Classroom Mechanics:

- | | | | | |
|---|-----|---|----|----|
| 1. The instructor started the class on time: | Yes | | No | |
| 2. The instructor appeared to be organized and prepared for class: | 1 | 2 | 3 | NA |
| 3. The instructor demonstrated good rapport with the students: | 1 | 2 | 3 | NA |
| 4. The instructor maintained an appropriate level of control over the classroom: | 1 | 2 | 3 | NA |
| 5. The instructor used the following tools for content delivery: (Note – Instructors are not expected to use all of these.) | | | | |
| a. Whiteboard | Yes | | No | |
| b. PowerPoint or other presentation software | Yes | | No | |
| c. Document Camera | Yes | | No | |
| d. Physical props or manipulatives | Yes | | No | |
| e. Lecture Capture Technology | Yes | | No | |
| f. Other (specify): | | | | |

Comments and examples to support the assessments above:

Basic Instructor Mechanics:

- | | | | | |
|---|---|---|---|----|
| 1. The instructor had an appropriate “stage presence” (spoke to the students instead of the screen or floor, did not simply read the notes/slides to the students, etc.): | 1 | 2 | 3 | NA |
| 2. The instructor’s delivery was at an appropriate speed and with an engaging tone: | 1 | 2 | 3 | NA |
| 3. The instructor’s slides/board presentation was organized, functional, and readable: | 1 | 2 | 3 | NA |
| 4. The instructor provided opportunities for students to seek clarification: | 1 | 2 | 3 | NA |
| 5. The instructor responded appropriately to student questions/responses: | 1 | 2 | 3 | NA |

6. The students generally appeared to be engaged in the course content:	1	2	3	NA
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Comments and examples to support the assessments above:

Active Learning: “Active learning techniques” includes both worksheets and other hands-on activities as well as discussions and interactive lecturing. However, interactive lecturing means more than simply asking students to respond to questions that only require them to recall information, but to move towards higher levels of cognitive activity (for example, using Bloom’s taxonomy).

1. The instructor employed active learning techniques:	1	2	3	NA
2. The instructor provided meaningful prompts and/or activities that encourage critical thinking:	1	2	3	NA
3. The active learning techniques were employed effectively:	1	2	3	NA

Comments and examples to support the assessments above:

Student Interactions:

1. Students had a meaningful level of participation and interactivity in the class:	1	2	3	NA
2. A representative range of students participated in the class:	1	2	3	NA

Comments and examples to support the assessments above:

Canvas Pages: Note – Many of these expectations are met by using the standard LAS template.

1. Presents necessary information on the front page:				
a. Course name and title	Yes		No	
b. Classroom meeting times and locations	Yes		No	
c. Link to NSC Policies page	Yes		No	
d. Link to course syllabus	Yes		No	
e. Link to course materials	Yes		No	
2. Syllabus is in a proper ADA compliant format (standard font sizes and colors, no highlighted bars):	Yes		No	
3. NSC policies are accurate and up-to-date:	Yes		No	
4. The instructor is involved in discussions (if applicable)	1	2	3	NA
5. The instructor uses the gradebook and keeps it current:	1	2	3	NA
6. The pages are easy to navigate:	1	2	3	NA

Comments and examples to support the assessments above:

Recommendations:

Optional Response from Reviewed Faculty Member: