

ADMINISTRATIVE/PEER EVALUATION
(of instructional personnel performance)

Instructor: _____ Visitation Date: _____

Course Number: _____ Students in Attendance: _____

Course Title: _____ Student Enrolled: _____

Evaluator: _____ Title: _____

Check type of evaluation: Administrative Peer Is instructor new? Yes No

SYLLABUS

Please mark “√” or “X” for all sections found on the syllabus.

Course Descriptors:

____ Course Number

____ Instructor’s Name

____ Course Title

____ Credit Hours

____ Term

Introduction:

____ Class meeting day and time

____ Instructor contact phone (required)

____ Instructor office hours

____ e-mail (@uakron.edu Only)

Other Required Sections:

____ Required materials

____ Course requirements

____ Course description and prerequisites

____ Instructional methods

____ Rationale

____ Evaluation strategies/grading criteria

____ Learning (or Course) outcomes

____ Attendance Policy

____ Assessment

____ Reference to College Policies at
www.wayne.uakron.edu/syllabus-policies/

Comments about syllabus:

CLASS OBSERVATION

Scheduled time for course: _____ until _____. Lecture or Lab (Circle correct)

Instructional Techniques (Check all that apply):

- | | | | |
|----------------------------------|---|---|--|
| <input type="radio"/> Lecture | <input type="radio"/> Small-groups work:
in each group of _____ groups | <input type="radio"/> Case studies | Others:
<input type="radio"/> _____ |
| <input type="radio"/> Discussion | <input type="radio"/> Role-play | <input type="radio"/> Demonstrations | <input type="radio"/> _____ |
| <input type="radio"/> Q&A | <input type="radio"/> Simulations | <input type="radio"/> Student Presentations | <input type="radio"/> _____ |
| | | <input type="radio"/> Games | <input type="radio"/> _____ |

Audio/Visual aids used: _____

Notes: _____

*For the following statements, please rank the instructor on the Likert Scale : 1 (needs to improve) and 5 (exceptional)
N/A= Not applicable N/O= Not Observed*

Class Content/Structure:

Set classroom expectations	1 2 3 4 5 N/A N/O
Provided an agenda for students (black/whiteboard, PowerPoint, overhead, handout, other _____)	1 2 3 4 5 N/A N/O
Effectively introduced topic/goal of lesson	1 2 3 4 5 N/A N/O
Utilized the agenda as a guide for the direction of the class	1 2 3 4 5 N/A N/O
Demonstrated knowledge of topic	1 2 3 4 5 N/A N/O
Adequately prepared teaching resources (handouts, PowerPoint, video, overheads, tests/quizzes, etc.)	1 2 3 4 5 N/A N/O
Remained alert to audience attentiveness to material, lecture, presentation, and activities	1 2 3 4 5 N/A N/O
Covered material at an effective pace	1 2 3 4 5 N/A N/O
Exhibited effective conflict resolution skills	1 2 3 4 5 N/A N/O
Facilitated some type of summary (reviewing key concepts and agenda items)	1 2 3 4 5 N/A N/O
Held class for full allotted time, if not were students given a reasonable explanation	1 2 3 4 5 N/A N/O
Set classroom expectations and assignments for next class	1 2 3 4 5 N/A N/O

Notes: _____

Presentation Skills:

Used voice tone, modulation, and projection which conveyed clear communication with students	1 2 3 4 5 N/A N/O
Displayed enthusiasm for teaching in general	1 2 3 4 5 N/A N/O
Displayed enthusiasm for topic area being taught	1 2 3 4 5 N/A N/O
Role-modeled the use of Standard English (without slang) and proper grammar	1 2 3 4 5 N/A N/O
Used vocabulary and specific terminology that was appropriate to subject and audience	1 2 3 4 5 N/A N/O
Demonstrated effective non-verbal communication	1 2 3 4 5 N/A N/O
Utilized supporting materials/technology which enhanced the subject matter	1 2 3 4 5 N/A N/O

Notes: _____

Responsiveness to Students:

Arrived early enough before class to meet with students	1 2 3 4 5 N/A N/O
Regularly elicited student participation	1 2 3 4 5 N/A N/O
Displayed positive and appropriate interaction and rapport with students	1 2 3 4 5 N/A N/O
Constructively responded to incorrect student responses	1 2 3 4 5 N/A N/O
Remained open to differing points of view and perspectives	1 2 3 4 5 N/A N/O
Elicited responses from students not participating or raising hand	1 2 3 4 5 N/A N/O
Provided opportunity for all students to participate	1 2 3 4 5 N/A N/O
Requested student evaluation and feedback of content	1 2 3 4 5 N/A N/O

Notes: _____

Application of Learning Principles:

Maintained student interest throughout the class session	1	2	3	4	5	N/A	N/O
Addressed subject objectives as stated in introduction	1	2	3	4	5	N/A	N/O
Effectively used questioning techniques	1	2	3	4	5	N/A	N/O
Utilized learning activities that actively engaged the students	1	2	3	4	5	N/A	N/O
Encouraged student use of critical thinking skills	1	2	3	4	5	N/A	N/O
Scaffolded new knowledge on previous student experience	1	2	3	4	5	N/A	N/O
Used teaching strategies that were effective and appropriate for the subject matter	1	2	3	4	5	N/A	N/O
Interrelated course concepts with practical application	1	2	3	4	5	N/A	N/O
Demonstrated sensitivity to student learning styles	1	2	3	4	5	N/A	N/O
Demonstrated expertise in subject matter	1	2	3	4	5	N/A	N/O

Notes: _____

Additional Comments/Suggestions and/or Corrective Action:

Evaluator: _____
Signature

Date: _____

INSTRUCTOR'S REACTIONS

I have met with the administrator or peer and discussed the foregoing evaluation. (Optional)

____ Yes

____ No

Adjunct Instructor: _____
Signature

Date: _____