



OZARKS TECHNICAL COMMUNITY COLLEGE

Classroom Observation Worksheet - Seated

Observed Instructor's Name: _____ Observer's Name: _____

Course Name: _____ Date/Time: _____

CLEAR COMMUNICATION				
Does not meet expectations	Sometimes meets expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations
Needs Improvement	Meets Expectations	(Leave blank if not applicable)		
		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.		
		Transitions are managed effectively.		
		Information posted on Canvas is accurate and up to date.		
		Other:		
Comments:				

HELPFUL & RESPONSIVE				
Does not meet expectations	Sometimes meets expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations
Needs Improvement	Meets Expectations	(Leave blank if not applicable)		
		The instructor responds in a timely manner to student questions.		
		The instructor displays a willingness to return to difficult topics or meet with students outside of class.		
		Responses are friendly, polite and positive.		
		Instructor brainstorms solutions to student difficulties.		
		Other:		
Comments:				



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EFFECTIVE LESSON PLANNING

Does not meet expectations	Sometimes meets expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations
Needs Improvement	Meets Expectations	(Leave blank if not applicable)		
		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 assesses that students gained knowledge, skills or abilities.		
		Other:		
Comments:				

POSITIVE LEARNING ENVIRONMENT

Does not meet expectations	Sometimes meets expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations
Needs Improvement	Meets Expectations	(Leave blank if not applicable)		
		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.		
		Other:		
Comments:				



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EFFECTIVE TEACHING METHODOLOGIES				
Does not meet expectations	Sometimes meets expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations
Needs Improvement	Meets Expectations	(Leave blank if not applicable)		
		Instructor uses appropriate activities in which students actively interact 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.		
		Active learning is present. *		
		Other:		
Comments:				

*Active learning refers to the broad range of teaching strategies beyond the traditional lecture which engage students as active participant in their learning during class time.

FOLLOWS COLLEGE EXPECTATIONS				
Does not meet expectations	Sometimes meets expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations
Needs Improvement	Meets Expectations	(Leave blank if not applicable)		
		Records and reports attendance following college's procedures.		
		Begins and dismisses class on time.		
		The course gradebook is kept up to date in Canvas.		
		Maintains an accurate and current syllabus in Canvas.		
		Maintains a level of personal appearance according to college policy.		
		Presents a professional, yet approachable, demeanor.		
		Canvas course includes a welcome message on the landing page.		
		Other:		
Comments:				



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STUDENT COURSE FEEDBACK

Target	Instructor Percent	(Leave blank if not applicable)
85% or above		Q1. Did the instructor communicate in a clear and understandable manner?
85% or above		Q2. Was the instructor helpful and responsive to students?
85% or above		Q3. Did you gain knowledge, skills or ability from this instructor's course?
85% or above		Q4. Did the instructor create a positive learning environment?
What strengths, challenges, or goals are inferred from the student comments on the course evaluation?		

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

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: