

IMPERIAL VALLEY COLLEGE CLASSROOM OBSERVATION FORM

Employee: \_\_\_\_\_ Semester: \_\_\_\_\_

Semesters of Teaching Experience at Imperial Valley College: \_\_\_\_\_

Date of Observation: \_\_\_\_\_ Evaluator: \_\_\_\_\_

I. Course and Subject Matter Being Taught: \_\_\_\_\_

II. Instructional Techniques Being Used (check all that apply):

- lecture
- discussion
- audiovisual
- group activity
- laboratory
- combination
- individual student assistance
- other

Comments: \_\_\_\_\_

**Directions:** Check the appropriate number for each item evaluated. Leave areas blank when no basis for evaluation has been provided during the classroom visitation. Comments should detail specific items in support of your numeric assignment.

**Directions:** For each of the following sections, a numerical score should be identified using the following scale:

- 5 Exceptional, Exceeds Expectations
- 4 Very Effective
- 3 Above Average
- 2 Competent
- 1 Marginal or Unsatisfactory
- 0 Not Applicable

III. Organization and Preparation for Teaching:

A. Goals 0 1 2 3 4 5  
[Clearly Stated or Written; relevant to larger goals; connected to other planned activities]

- 1. No apparent goal for the session
- 3. Some recognizable goals detected
- 5. Clearly defined goals

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Organization of Lesson** 0 1 2 3 4 5

[Organized progression from each activity to the next]

- 1. No evidence of prior preparation
- 3. Evidence of some preparation
- 5. Creative planning

**Comments:**

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**C. Classroom Management** 0 1 2 3 4 5

[Use of classroom time; Punctuality and use of time and control of classroom]

- 1. The faculty member struggles to gain control of the class
- 3. Activities and order require effort by instructor
- 5. Class activities begin on time in an orderly matter

**Comments:**

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**D. Organization of Materials** 0 1 2 3 4 5

[Materials support instruction]

- 1. Rambling and confusing
- 3. Discernible organizational pattern
- 5. Clearly organized, easy to follow pattern

**Comments:**

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**IV. Teaching Effectiveness:**

**A. Subject Matter Expertise** 0 1 2 3 4 5

[Mastery of and currency in the subject being covered]

- 1. Instructor appears to be unprepared in the subject being covered
- 3. Instructor demonstrates an adequate understanding of the subject
- 5. Instructor demonstrates a broad mastery (knowledge) of the field

**Comments:**

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**B. Subject Matter** 0 1 2 3 4 5  
[Master of teaching skills and strategies]

1. Techniques detract from accomplishing the class objectives
3. Techniques do not detract from accomplishing the class objectives
5. Techniques are appropriate to the objectives of the class.

**Comments:**

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**C. Presentation and Delivery** 0 1 2 3 4 5  
[Awareness of demeanor, vocabulary and articulation]

1. Inaudible, lacks enthusiasm, relies too heavily upon notes
3. Generally clear and understandable, good vocabulary and voice
5. Clear, enthusiastic, well poised and direct, suitable vocabulary and voice

**Comments:**

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**V. Student Relationship:**

**A. Student Attention and Involvement** 0 1 2 3 4 5  
[Evidence of active engagement and participation by students]

1. Little student involvement evident
3. Some student involvement evident
5. Meaningful and active student involvement

**Comments:**

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**B. Learning Environment**

0 1 2 3 4 5

[Creates an environment conducive to Learning]

- 1. Apparent negative attitude toward students
- 3. Is helpful to students when called upon
- 5. Seeks ways to be of assistance to students

**Comments:**

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**Evaluation Summary:** Use Overall Score worksheet to determine the overall Score. Formula per Article 8.2.12 is (Total accumulated points earned divided by total possible points) = overall evaluation score.

**Overall:**

100-90	Exceptional, Exceeds Expectations	55-40	Competent
89-70	Very Effective	39 or below	Marginal or Unsatisfactory
69-54	Above Average		

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Evaluatee	Signature	Date
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Evaluator	Signature	Date
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Dean or Designee	Signature	Date
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VP for Academic Services	Signature	Date
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Date Form Completed: \_\_\_\_\_