



SAMPLE 2: Faculty Observation Report

Observed faculty member: J. R. BRISCOE

Observed course number and title: COM 105 - Intro to Com.

Number of students present: 20 22

Date of observation: Oct 8, 2018

~~Observing Division Chair or Program Coordinator:~~ ^{Peer} LeAnne Epling

To ensure teaching and learning excellence, new faculty members, part-time and/or adjunct faculty members are provided with feedback during the first semester of their employment. Respective division chairs or designated program coordinators will perform an announced classroom visit, complete this form, and use it as basis for a follow-up meeting with observed faculty. The completed form will serve as part of the faculty's annual evaluation and as such shared with the Dean of the faculty member's college and Provost.

I. Instruction

The faculty member:	effectively	can be enhanced	not observed
makes statements that are accurate according to the standards of the field	X		
refers to scholarship and current information in the field	X		
explains new terminology	X		
uses examples to illustrate complex material	X		
relates new content to previously covered material	X		
uses more than one instruction method to address various learning styles	X		
stays focused on discussion topic	X		
ensures learning success and adjusts teaching strategies accordingly			X Not necessary

demonstrates flexibility in adjusting lesson plan to unexpected questions/comments	X		
Demonstrates enthusiasm about material	X		

II. Presentation Skills

The faculty member:	effectively	can be enhanced	not observed
is audible to all students	X		
uses classroom space effectively	X		
makes eye contact with students	X		

III. Rapport with Students

The faculty member:	effectively	can be enhanced	not observed
encourages student participation	X		
incorporates student participation	X		
acknowledges students as individuals, e.g. addresses them by name	X		
demonstrates active listening	X		

IV. Professionalism

The faculty member:	effectively	can be enhanced	not observed
is prepared and organized	X		
begins and ends class punctually	X		
directs student preparation for next class	X		
presents professional appearance	X		
uses appropriate language	X		

Summary of strengths and areas for enhancement:

- * Great activity at beginning to show student how much social media affects our lives today.
- * Amazing class participation- almost every student contributed to the discussion.
- * Great video on history of cellphones. "Thanks for making me feel old"
- * Loved the variety
- * Excellent overview at beginning and end of class to tie everything together. Assignment reminder at both beginning & end of class.
- * Connected material to the previously learned and what will come later.
- * Well done, keep up good work.

ET

L. Anne Epling

Observer's signature

10/8/2018

Date

J.R. Baizer

Faculty member's signature

10/8/2018

Date

- The signature of the faculty member does not signify that the faculty member agrees with the comments of the observer, only that the faculty member has read this form.

Faculty member comments (this is an opportunity for the instructor to share their experience with teaching this course):