

## Appendix E: BEVILL STATE COMMUNITY COLLEGE CLASSROOM OBSERVATION FORM

Instructor: \_\_\_\_\_

Class Name/Call Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Campus: \_\_\_\_\_

The following is an observational evaluation of your class on the date listed. Your Division Chairperson or Associate Dean will be glad to discuss any aspect of the evaluation with you. This evaluation will be utilized as part of the faculty evaluation process.

Item for Analysis	Agree	Disagree	No Basis for Rating
1. The instructor is punctual in beginning class on time.			
2. The instructor is prepared for class.			
3. The instructor's appearance is appropriate.			
4. The instructor speaks distinctly so that all students may hear and understand.			
5. Instructional material is clear and legible.			
6. The instructor demonstrates sincere interest in and enthusiasm for the subject.			
7. The instructor demonstrates an appropriate knowledge of the subject material.			
8. The instructor exhibits adequate self-reliance and confidence.			
9. The teaching methods are appropriate for the stated objectives of the course.			
10. The instructor communicated effectively and at a level appropriate to the student audience.			
11. The subject material is presented in a logical fashion.			
12. The instructor encourages student participation in the class. <ul style="list-style-type: none"> <li>• IITS only – The instructor involves students at remote sites.</li> </ul>			
13. The instructor responds appropriately to student comments and questions.			
14. The instructor treats students with respect and courtesy.			
15. The instructor avoids unnecessary tangents and			

Item for Analysis	Agree	Disagree	No Basis for Rating
keeps the class on task.			
16. The instructor maintains an adequate control of the classroom environment.			
<ul style="list-style-type: none"> <li>• IITS only – The instructor maintains adequate control of the classroom environment at remote sites.</li> </ul>			
17. The instructor makes appropriate use of teaching aides.			
<ul style="list-style-type: none"> <li>• IITS only – The instructor utilizes multiple media to engage students at remote sites.</li> </ul>			
<ul style="list-style-type: none"> <li>• IITS only – The instructor is comfortable with the IITS equipment.</li> </ul>			
18. The instructor uses class time efficiently.			
19. The instructor lets the class out on time.			

Evaluators Comments (For all items rated **disagree** by the evaluator, there should be a stated rationale for that opinion and suggestions for improvement) :

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Instructor's response: \_\_\_\_\_

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Signed: \_\_\_\_\_

Instructor

\_\_\_\_\_

Date

\_\_\_\_\_

Division Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Campus Associate Dean

\_\_\_\_\_

Date

\_\_\_\_\_

Collegewide Associate Dean

\_\_\_\_\_

Date