

APPENDIX E

CLASSROOM VISIT REPORT

Faculty Member being observed: _____ Date: _____

Course: _____ Hour: _____

Class Size: _____ Number Present: _____ Visitor: _____

Note to Evaluator: In addition to this form, evaluators are required to provide a detailed written evaluation, with particular emphasis on areas listed as "excellent" or "improvement needed".

Area	Excellent	Good	Satisfactory	Improvement Needed
PREPARATION				
Syllabus and Course Outline				
Overall learning objectives clear				
Lesson Plan				
Handouts				
Use of classroom technology				
PRESENTATION				
Today's learning objectives clear				
Use of applications and examples				
Clarity of presentation				
Student involvement				
Enthusiasm/vigor				
Voice				
Pace				
Use of board, visuals				
Patience and persistence				
Students' attention				
Awareness of student reception				
Handling of student questions				
Providing answers to questions				
OTHER (Evaluators discretion)				