



Informal Teaching and Learning Consultation *On-Campus Course Observation Form*

Name of Faculty Member				
Rank	Tenure Track	Non-Tenure Track	Tenured	Other:
Course (Title/Section)				
Type of Course	Lecture	Lab	Studio	Other:
Observation Details	Date:	Time Start:	Time End:	Building/room
Name of Observer				
Observer's Position				

Content Delivery

	Advanced	Average	Developing	Not Observed	
Presented main ideas clearly or used learner-centered tasks to facilitate understanding main idea					Specific Feedback (Strengths/Growth Areas)
Facilitated clear understanding of key ideas' relevance (real-world application)					
Encouraged for higher order thinking of students					
Facilitated students' activating or relating ideas to prior knowledge					
Ensured student understanding of new terms/concepts					
Referred students to sources of credible information to deepen and/or broaden their knowledge of a concept					
Encouraged subject matter enthusiasm appropriately					



Organization

Was prepared for class (including checking technology access)	Advanced	Average	Developing	Not Observed	Specific Feedback (Strengths/Growth Areas)
Connected content to previous classes or other experiences or helped students discover this connection on their own	Advanced	Average	Developing	Not Observed	
Provided clear, concise lesson's organization and/or learning objectives	Advanced	Average	Developing	Not Observed	
Used clear and effective transitions with summaries or facilitated student through the tasks	Advanced	Average	Developing	Not Observed	
Maximized instructional time well	Advanced	Average	Developing	Not Observed	

Effective Communication

Displayed appropriate confidence, enthusiasm	Advanced	Average	Developing	Not Observed	Specific Feedback (Strengths/Growth Areas)
Made appropriate eye contact with students throughout the room	Advanced	Average	Developing	Not Observed	
Used clear articulation and pronunciation	Advanced	Average	Developing	Not Observed	
Avoided distracting mannerisms and language	Advanced	Average	Developing	Not Observed	
Projected voice to be easily heard	Advanced	Average	Developing	Not Observed	
Ensured that all could hear when students spoke	Advanced	Average	Developing	Not Observed	
Used appropriate pace of delivery and/or for instructor- or student-centered tasks	Advanced	Average	Developing	Not Observed	



Classroom Interactions					
Facilitated students' active participation in learning	Advanced	Average	Developing	Not Observed	Specific Feedback (Strengths/Growth Areas)
Encouraged student questions; responded effectively	Advanced	Average	Developing	Not Observed	
Showed awareness of different levels of students' knowledge	Advanced	Average	Developing	Not Observed	
Was responsive to nonverbal and verbal student feedback	Advanced	Average	Developing	Not Observed	
Treated students with respect and was treated with respect by them	Advanced	Average	Developing	Not Observed	
Provided appropriate wait time for students to respond to questions	Advanced	Average	Developing	Not Observed	

Instructional Materials including Media					
Used classroom technology proficiently	Advanced	Average	Developing	Not Observed	Specific Feedback (Strengths/Growth Areas)
Provided verbal/textual as well as visual/graphical learning to support as appropriate and necessary	Advanced	Average	Developing	Not Observed	
Provided effective handouts or other resources	Advanced	Average	Developing	Not Observed	
Used websites, video clips, and other visuals and audiovisuals effectively to support content	Advanced	Average	Developing	Not Observed	
Addressed inadequacies of classroom effectively (space size, placement of screens, boards, desks, etc.,)	Advanced	Average	Developing	Not Observed	

Syllabus

	Advanced	Average	Developing	Not Observed	Specific Feedback (Strengths/Growth Areas)
Demonstrates clear understanding of learning outcomes and how the interconnect with course content, goals, and objectives					
Learning outcomes link to assessments in a clear way that demonstrates interconnectedness					
Provides clear and accurate university policy information					
Instructor makes themselves available to students appropriately					
Syllabus is complete and easy to follow					
Syllabus present course subject matter in an interesting and/or relevant manner					
Accessibility and inclusivity are evident					

Final comments from the observer:

Faculty Member Signature:

Observer Signature:

**All records from the Informal Teaching and Learning Consultations are property of the faculty member.
This form should *not* be included in any tenure and promotion dossier**