

The Department of Classics
Instructor's Evaluation (Class Visitation Record)

Instructor: _____ Evaluator _____

Class: _____ Section _____ Date: _____

Respond to each statement using the following scale:

1 = Needs Improvement

2 = Satisfactory

3 = Well Done

Organization

1. Presented overview of the lesson	1	2	3	N/A*
2. Paced lesson appropriately	1	2	3	N/A
3. Presented topics in logical sequence	1	2	3	N/A
4. Related today's lesson to previous / future lesson(s)	1	2	3	N/A
5. Summarized major points of the lesson	1	2	3	N/A

Presentation

6. Mastery of content taught	1	2	3	N/A*
7. Explained concepts with clarity	1	2	3	N/A
8. Used good examples to clarify points	1	2	3	N/A
9. Defined unfamiliar terms, concepts, and principles	1	2	3	N/A
10. Discussed and interpreted visual / written texts <u>with</u> the students	1	2	3	N/A
11 Used varied explanations for complex or difficult material	1	2	3	N/A

12. Emphasized important points	1	2	3	N/A
13. Used appropriate audiovisual or supplementary materials	1	2	3	N/A
14. Voice was audible	1	2	3	N/A
15. Instructor communicated enthusiasm for learning	1	2	3	N/A
16. Professional appearance and demeanor	1	2	3	N/A
17. Offered original material; did not simply repeat textbook	1	2	3	N/A

Interaction

18. Actively encouraged student questions and listened carefully to students' questions and responses	1	2	3	N/A*
19. Asked questions to monitor student understanding	1	2	3	N/A
20. Waited sufficient time for students to answer questions	1	2	3	N/A
21. Responded appropriately to student questions	1	2	3	N/A
22. Re-stated questions and answered when necessary	1	2	3	N/A
23. Created an atmosphere consistent with dialogical inquiry	1	2	3	N/A

*** N/A: Non-applicable, should not be considered a negative evaluation. It means that the item was not relevant to the class.**

Summary Comments

22. What were the instructor's major strengths as demonstrated in this observation?

23. What suggestions do you have for improving the instructor's mastery of the subject matter taught and/or teaching methods?

Signature Evaluator,

Date