

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
<b>PREPARATION</b>				
Syllabus and Course Outline				
Overall learning objectives clear				
Lesson Plan				
Handouts				
Use of classroom technology				
<b>PRESENTATION</b>				
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				
<b>RECEPTION</b>				
Students' attention				
Awareness of student reception				
Handling of student questions				
Providing answers to questions				
<b>OTHER (Evaluators discretion)</b>				